

Inducting your new volunteer - flowchart



YOU HAVE AN APPLICANT! WHAT NEXT?



Acknowledge

Send a message ASAP - preferably within 24hrs
Tell the applicant when and how you will be in touch

Security check (sensitive roles)

Are they vouched for by someone known?

Call

A friendly phone call is best - you get a better idea of the person

Ask them about themselves - start to build trust

Explain the role

Can they make your meetings?

What are their skills?

Do they have access needs?

For sensitive roles, request social media names for background checks

Decide

Are they a good fit for your role?
(or another role with your team?)

Update contact history on Volunteer Website or Reach

No

Yes

Let them know

- Arrange a time to phone; let them down gently
- Reassure them that they're valued and there's a place for them in XR
- Ask if they'd like feedback and if they say yes, be kind and honest

Signpost to other options

- The **Get Involved** talk
- The **Get Involved** page on the website or, if needed,
- **Email Recruitment Support** volunteer@extinctionrebellion.uk

Let them know and send some simple info

- Confirm they agree with the Principles and Values of XR
- **Intro to XR talk** and/or
- **Welcome to XR shelf** on the Rebel Toolkit
- **XRUK mailing list** (sign-up box, top of Get Involved page on website)
- **Invite them to meet the team** (day, time, Zoom link)

Meet

- **Welcome** and thank them as they join the meeting
- **Check-ins:** explain who you all are, your roles and some info about your life outside of XR
- Invite them to introduce themselves
- Explain **hand signals**

Debrief

- Stay on to answer questions (or arrange a later time)
- Reassure them that it will take time but that there's plenty of support
- Do they still want to join the team?

Yes

Data security

If they'll have access to personal data, talk about keeping it safe and send them the Volunteer Agreement to sign:
<https://actionnetwork.org/forms/xr-data-protection-agreement>

Welcome pack

- Send them your team's Welcome Pack and arrange to go through it
- Can a team member be a buddy / point of contact?

No

