

# Onboarding steps

## You have an applicant! What next?

[View the Flowchart](#)

### 1. **Acknowledge**

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

### 2. **Security check** (for sensitive roles)

- Are they vouched for by someone known?

### 3. **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 and can they be accommodated?
- For sensitive roles, request social media names for background checks

### 4. **Decide**

- Are they a good fit for your role? (or another role with your team?)
- Update contact history on [Volunteer Website](#) and [Reach Volunteering](#)

## YES OR NO

### YES

#### 5. **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)
- Invite them to meet the team (day, time, Zoom link)

## 6. **Meet**

- **Welcome them warmly** and thank them as they join the meeting
- Deep 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**
- **Avoid jargon / acronyms**. Encourage them to ask for clarifications

## 7. **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? If **Yes** continue with the steps, or go to **No**

## 8. **Data security**

- If they'll have access to personal data, talk about keeping it safe and send them the **Volunteer Agreement** to sign
- Ask them to read / watch the **XRUK GDPR** info and take the training

## 9. **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**?

## 10. **Add to team comms channels**

- Check they know how to use them
- If not, sign-post them to the **Tech Support sessions**
- **Welcome them** into the chat

## 11. **Starter task**

- Something simple to complete before you next meet
- If taking on an EC / IC role, begin shadowing

## 12. **Ongoing care**

- Create a debrief schedule based on their needs
- If interested, invite them to a parent circle meeting

## Congratulations - you have a new team member!

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### NO

#### Let them know

- Arrange a time to phone; inform them 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 to find another role

- A [Get Involved](#) session
  - The [Get Involved page](#) on the website or, if needed,
  - Email Recruitment Support [volunteer@extinctionrebellion.uk](mailto:volunteer@extinctionrebellion.uk)
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