Welcome and Onboarding steps

You have an applicant! What next?

You can **download the flowchart** as a pdf with 'clickable links'.

Or skip to below the Visual Flowchart to **view an accessible text version** of the flowchart.

You can contact Recruitment Support Reception on Mattermost or email volunteer+rs@extinctionrebellion.uk if you would like guidance and support on how to follow all the steps in this flowchart. The Recruitment Support Team offers tailor-made workshops for individual teams about how to recruit and onboard.

Visual 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 (for 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 and can they be accommodated?

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 the contact history on:
Volunteer Website **and** Reach Volunteering

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

No

Yes

Let them know and send some simple info

- Confirm they agree with the **Principles and Values of XR**
- **Intro to XR talk** and / or **Intro to XR** on the Rebel Toolkit
- Invite them to join the **XRUK mailing list** if they haven't already
- **Invite them to meet the team** (day, time, Zoom link)

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

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 ask them to ask them to watch the 6 minute video and then test for understanding, and then sign the Volunteer Agreement.

Welcome pack

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

Add to team comms channels

- Check they know how to use them

Text version of 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
- Skip to **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 Intro to XR on the Rebel Toolkit
- Invite them to join the XRUK mailing list if they haven't already
- 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 ask them to ask them to watch the 6 minute video and then test for understanding and then sign the Volunteer Agreement

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!

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+rs@extinctionrebellion.uk

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