

# Welcome and Onboarding steps

## You have an applicant! What next?

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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 also [register to attend a workshop](#), which provides complimentary guidance and support on how to follow all the steps in this flowchart.

## 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](mailto:volunteer@extinctionrebellion.uk)

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 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
- If not, signpost them to the **Team Support** sessions

No



# 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!

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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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