



LU 10: Recruitment and selection of employees and volunteers (N10)

Human Resources

Partner: University of Patras, Greece



WORK-BASED LEARNING (12 Hours)

Pick a Social Enterprise which is operating in your community and develop the following activities:

1. You are the Volunteer Coordinator for the annual day-long event which promotes the services of your SEs to the community and facilitates greater awareness and connectivity with the local society. You are responsible for the recruitment and selection of 20 volunteers to help out for one day with the particular event.

1.A Prepare **Role Descriptions** for at least three volunteer positions related to the above event.

Role Description A	Content
Title of the Role/Name of the Organization	
Main Duties and responsibilities	
Time Frame	
Required Skills	
Benefits/training	
Support provided	

Role Description B	Content
Title of the Role/Name of the Organization	
Main Duties and responsibilities	
Time Frame	
Required Skills	
Benefits/training	
Support provided	

Role Description C	Content
Title of the Role/Name of the Organization	
Main Duties and responsibilities	
Time Frame	
Required Skills	
Benefits/training	
Support provided	

1.B. Based on the above information prepare the **Application Form for the Volunteers** who will express an interest in your call. Make sure you have provided for the following: Full contact information, demographics (e.g., age, gender, highest level of achieved education etc.,) previous experience, languages, current employments, skills, disabilities, preferred volunteer roles, availability for work, valid ID and signature. You can use various Templates available in different sites.

VOLUNTEER APPLICATION



1.C. Now it is the time for the **Recruitment Plan** which will lead to a pool of at least 50 candidates from which to select 20 dedicated volunteers for the day-event of your SE. Recommend a list of recruitment strategies which can be appealing to the selected target groups and are not costly to the SE. Fill out the following table and differentiate per role description where needed.

Recruitment Strategies	Basic Description (when, where, how, expected outcomes, how much)
Website post	
Announces	
Social media	
.....	
.....	
.....	

1.D. Your dedicated work and the smart decisions in the previous steps have produced amazing results for the volunteer program of your SE. The community members have rewarded your SE with 65 applications from volunteers. These applications have been initially screened and 45 can progress to the next selection step which is interviewing. You are responsible to conduct the selection interviews, thus you need to prepare a set of 7 **interview questions** with a short justification.

Interview Questions	Justification
1	
2	
3	
4	
5	
6	
7	

