

B. matching the volunteers

INFOSHEET

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how to use this form?

This form is about the process of matching the ESC volunteers with the Hosting project opportunity. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of your matching procedures.

You can think of questionnaires that you use for interviews, questionnaires that applicants need to fill in, and the promotional text that you use to recruit volunteers. Describe who is doing what, when and how for each step.

Some questions which can help you to reflect on your activities:

1. Receiving the applications

Are you only working at a local level or also at a national one? Are you only working with a limited number of volunteers?

2. Matching the volunteers to the opportunities

How do you work on matching the volunteers with the opportunities? Do you select the applications to be send to the hosting organisation or do you send all the applications you receive? Do you use a specific matching process for youth with fewer opportunities?

3. Selecting the volunteers (if applicable)

If applicable, what are the criteria you use to make the selection of the applications you decide to send to the hosting organisation? Do you use specific criteria for youth with fewer opportunities?

Do you identify different steps in the selection process? Who is involved? How do you inform the volunteers that you reject?

how?

what?

who?

when?