

Recruitment Work Sheet

1. What position does the unit need to fill? _____
2. Is the position description prepared? Yes _____ No _____
3. What are the desired skills and resources of a candidate?
 - a.
 - b.
 - c.
 - d.
 - e.
4. Who are members of the steering committee?

Name	Address	Phone
a.		
b.		
c.		
d.		
e.		
5. Who are prospects for the position?

Name	Address	Phone
a.		
b.		
c.		
d.		
e.		
6. Who should make the approach?
 - a.
 - b.
 - c.
7. What could be some of the prospect's objections?
 - a.
 - b.
 - c.
 - d.
8. When is the appointment the prospect?

Date

Time

Location
9. Recruitment follow-up
 - a. Welcome letter sent
 - b. Newspaper announcement sent
 - c. Induction and patch presentation
 - d. Support materials provided
 - e. Fast Start and Youth Protection training completed online
 - f. Leader-specific training attended