

Tips for Conducting Volunteer Recruitment Conversations

As you Recruit:

- Describe the council and the volunteer opportunity as you recruit.
- Thank them for offering to volunteer.
- Let them know that as part of our screening process we have an informal get-to-know-you process.
- Ask if they have five minutes to answer three quick questions for you. (If they cannot do it then, set a time for the next day or two to call them.)
- Be prepared.

During the Recruitment Conversation:

- Make sure to have a conversation with each person expressing interest in volunteering.
- There are no right or wrong answers. We want to ensure the position is a good fit for the candidate.
- Tell them you will be jotting down notes during the conversation.
- Let the candidate talk, but keep the conversation focused; give the person a moment to gather her/his thoughts before responding. Remember silence is okay as they are gathering their thoughts.
- Give the candidate the chance to ask questions and respond to the questions honestly.

Concluding the Conversation:

- Discuss alternative volunteer positions and pathways with the candidate if during the conversation it becomes apparent that the original volunteer position is not a good fit. (Leader, troop cookie captain, etc.)
- Use language that will make the alternatives more appealing such as:
“We really need someone with your experience (talent, knowledge, passion, etc.) who can ...”
“You’d be really good at (in the role of) ...”
“Have you ever considered volunteering through the _____ pathway?”
- Explain the next steps (application/background check, possible reference check, notification/appointment, training/adult learning opportunities, support, etc.) Use the position description.
- Conclude by thanking the potential volunteer for her/his interest and time.
- Give her/him a copy of the position description.

Immediately Following the Conversation:

- Complete the form, include your recommendation and submit to volunteer development.
- Review the conversation with your membership manager or a staff member from your regional team if needed.

Thank you for your commitment to the volunteer screening process.



Recruitment Conversation Guide for Troop Volunteers

Name of Candidate _____ Service Area _____
Troop/Grade Level _____ School _____
Email _____ Phone _____
Position Desired _____
Interviewer _____ Date _____

1. As a Girl Scout volunteer you are a role model for girls. From your life experiences, what can you share with girls that would empower them to reach their full potential?

Notes: _____

2. Girl Scout volunteers consistently work with girls, parents and other volunteers. How comfortable are you communicating with these different audiences and how do you see yourself engaging them in the girl's experience?

Notes: _____

3. The last line of the Girl Scout Law is "... be a sister to every Girl Scout." How would you handle girls not getting along because one girl is looked at as being different?

Notes: _____

For Administrative Volunteer/Staff Use Only:

Comments: _____

- I recommend placement of this volunteer.
- I recommend volunteer placement within a different position or with the following role restrictions or limitations: _____
- I do not recommend placement of this volunteer in any volunteer role.