# Recruitment plan template

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| **Area of work** | **Actions** | **By when** | **By who** |
| Preparation | Create recruitment pack |  |  |
| Create advert |  |  |
| Create induction pack |  |  |
| Write advertising outreach plan and agree any budget for activity |  |  |
| Advertising: the basics | Ask #TeamHerts to add your organisation to their online database search and send the role to [communications@teamherts.org](mailto:communications@teamherts.org) for promotion via social media |  |  |
| Load Ad on Trustee Finder |  |  |
| Post Ad with Volunteer Centre or CVS |  |  |
| Advertising; getting the word out | Create posters/flyers (if appropriate) |  |  |
| Write press release or advert (if relevant) |  |  |
| Plan distribution of materials |  |  |
| Plan social media posts |  |  |
| Plan distribution on websites (if appropriate) |  |  |
| Plan work with partners or stakeholders |  |  |
| Recruitment | Send out recruitment packs |  |  |
| Engaging prospective trustees | Arrange visits to the charity |  |  |
| Selection | Arrange interviews |  |  |
| Arrange emails to be sent |  |  |
| Check candidate is eligible |  |  |
| Board or General Meeting to elect or co-opt |  |  |
| Induction | Arrange initial meeting with Chair or trustee |  |  |
| Send induction pack |  |  |
| Arrange external training (if appropriate) |  |  |
| Other | Possibly arrange for the prospective trustee to sit in on a trustee meeting |  |  |