# Recruitment plan template

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Add your role to the national do-it.org website making sure #TeamHerts Volunteering have been added as an administrator. Contact communcations@thvolunteering.org.uk for more information |  |  |
| 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 |  |  |