**Volunteer Selection template**

**Why consider this?**

A well thought through selection process ensures openness and fairness to all applicants as well as ensures volunteer skills are best matched to available roles.

This tool partners with the Position Description you have used for a role. Try taking key attributes or other selection criteria from the Position Description and place them into this table. It is then simple and easy to capture the ratings of interviewers.

This approach is simple, thorough and fair – which assists in supporting your Club to be a great environment for volunteers to thrive.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**Making information accessible and available in multiple languages**

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

* [Language interpretation or translation](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers. This tool is one of many tools and factsheets available at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

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| **Position title:**  |
| **Experience required / selection criteria** | **Applicant 1** | **Applicant 2** |
| Meets selection criteria (Y/N) | Rating per criteria (1 – 5) | Meets selection criteria (Y/N) | Rating per criteria (1 – 5) |
| Interviewer 1 | Interviewer 2 | Interviewer 1 | Interviewer 2 |
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| **Total scores of individual interviewers & the number of selection criteria met** |  |  |  |  |  |  |
| **Average of evaluators scores for each candidate** |  |  |  |  |  |  |

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| **Position Title: Game Day coordinator** |
| ***Example only*** **Experience required / selection criteria** | **Josephine Citizen** | **Joe Citizen** |
| Meets selection criteria (Y/N) | Rating per criteria (1 – 5) | Meets selection criteria (Y/N) | Rating per criteria (1 – 5) |
| Interviewer 1 | Interviewer 2 | Interviewer 1 | Interviewer 2 |
| Personable and comfortable working with fellow volunteers, competitors and their family and friends on competition days | Y | 4 | 3 | Y | 4 | 4 |
| Encouraging of others and be open to engaging others to assist in any duties | Y | 3 | 3 | N | 2 | 1 |
| Be a good role model and a positive image for the Club  | Y | 4 | 5 | Y | 4 | 4 |
| Have consistent availability for competition needs throughout a competition season | N | 2 | 1 | Y | 4 | 3 |
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| **Total scores of individual interviewers & the number of selection criteria met** |  | 13 | 14 |  | 14 | 12 |
| **Average of evaluators scores for each candidate** |  | 13.5 |  |  | 13.0 |  |