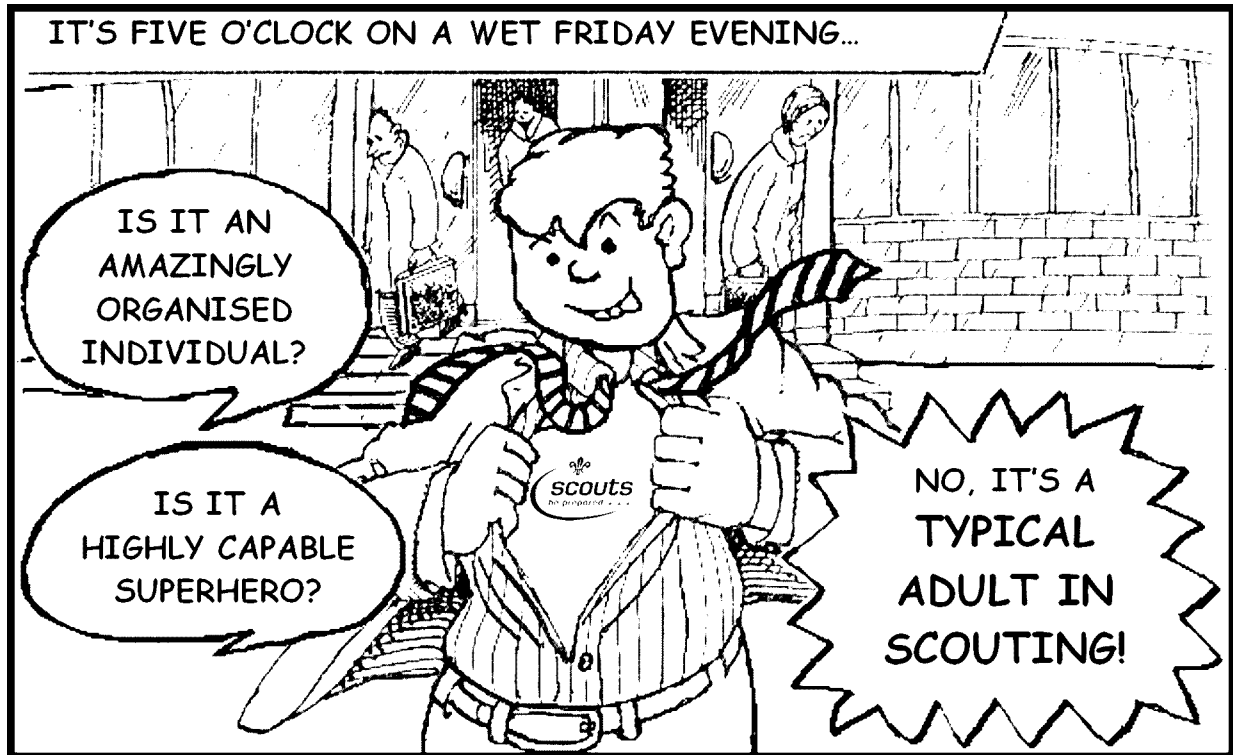


# Adult Recruitment – Six steps to success...



## Greater London South West Development Project



# Adult Recruitment – Six steps to success...

It has been proved that recruitment of adults is possible if a simple structured process is followed. You also need to get some basics sorted out.

Firstly, everyone must agree that recruitment is required and that they will help in the process of filling the gap and keeping it filled. Secondly, finding the right person, not the first person, will save time and avoid problems later on.

The six steps in the process for more successful adult recruitment.

1. List the job details
2. Describe the ideal person
3. Options
4. Target the best choice
5. Ask them to do the job
6. Follow up Yes or No

## 1. List the job details

Agree as a team exactly what the job is that you want doing - not just its title, but define in detail the following:

What do you want the person to do? Job title and purpose.

Where and when?

What help do they get?

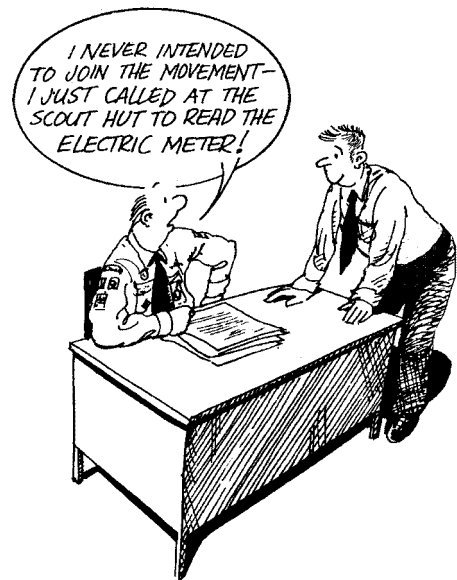
What they will get out of it? Be honest.

What will this involve? List the key tasks which they will do.

Who they will be working with? Who they are responsible to and for?

What equipment and facilities will be on hand?

What commitment do you want from them?



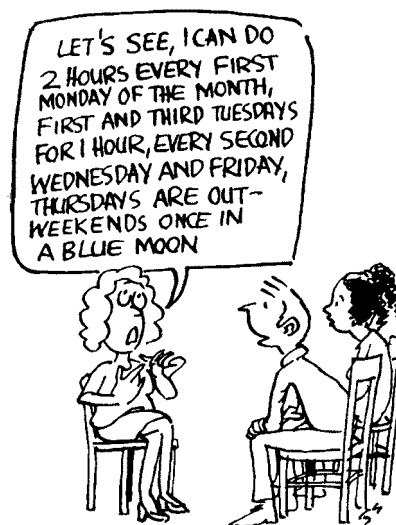
It has been proved that people are more likely to volunteer if they are asked to do a specific job for an agreed period of time. You can always renew their appointment if they like and are good at the job.

## 2. Describe the ideal person

Step two is to draw up a profile of the type of person who could do your defined job and do it well.

A person may be ideal for one job, but totally unsuited for another. Matching the right person to the job is the key to successful recruitment.

Look at the key tasks defined in step one and list the knowledge, skills and personal qualities needed to do the job. You should then look to see if there are any other things which may be needed such as typing skills or ability to drive. Your requirements should then be ranked as 'Essential'; 'Important' or 'Useful'.



Remember you are not thinking of a particular person, but of the type of person who could best do the job.

## 3. Options



Searching for those who you could ask to do the job must begin by casting your nets as wide as possible and listing EVERYONE who your team think match your profile for the defined job. Don't just look inside Scouting, use as many contacts as possible. Think of as many sources of contacts as possible.

List all organisations and clubs that you know - all these will have people who may be suitable. Don't ignore anyone because they are already involved in another activity or because of their circumstances - they may welcome your approach. Look at known networks of people such as:

Local Volunteer Bureaux

Parent Groups

Other community groups

Council of Voluntary Services (CVS)

Tenants' Associations

#### 4. Target the best choice

Having exhausted your ideas of suitable people, you now need to narrow down your choice by looking at your essential, important and useful requirements and which of these can be best matched by your named people.

This will allow you to target your 'Best Choice'. Don't allow personal prejudices or inaccurate assumptions to creep in here.



If you think your 'Best Choice' is unlikely to do the job, ask anyway, you may be surprised at their response. If after targeting and no-one matches up to your job and personal profile requirements, you may just be asking too much. Look again at what is needed.

Remember, keep your lists, they may be useful for different recruiting in the future.

#### 5. Ask them to do the job

An invitation to volunteer now needs to be drawn up. This will help you to be surer of your 'Best Choice' saying Yes!

Firstly, you need to decide who is to do the asking. Choose someone who is most likely to get a positive response, not someone because they have a certain job. Perhaps use a friend of your 'Best Choice' you can still go along and take part in the discussions.

You need to arrange to meet. This may be after the Pack meeting if you have targeted someone to ask to provide transport to camp or it may be more suitable to set up a separate meeting.

If you are to set up a meeting, you need to introduce yourself and explain that you would like to discuss how they could support Scouting. Don't tell them what job you want them to do or that you have a desperate need to recruit someone. You must assure them that you do not want to discuss a problem. Set aside about 1 hour and find a comfortable informal place to through the following agenda:

Introduction and pleasantries

Explain the background

Outline the job

Explain why they have been chosen

Outline the benefits to them

Answer any questions

Ask if they will do the job

Close the meeting

## 6. Follow up yes or no.

If they say yes, you now need to agree what to do next. You need to outline what you expect of them and what support you can offer to them.

At this stage you will also need to provide a CRB form for the volunteer to complete and complete an application form in the case of a warranted appointment. See Policy Organisation and Rules, (P.O.R.), for further details of the appointments procedure which must be followed when any adult is recruited into Scouting. Don't forget filling in forms is not everybody's strong point so help the volunteer as much as possible, especially if they have reading difficulties or speak English as a second language. If you have any difficulties completing the forms, a quick call to the Information Centre at Gilwell Park can usually deal with any questions you have on the spot. (Information Centre – local call rate 0845 300 1818).



If you can provide them with a welcome pack of information at this stage and introduce them to their personal training adviser, (p.t.a), this will help to show your positive support at a time when they most need it.

Many people leave Scouting because this support is not provided or when the job they have agreed to do turns out to be too much for them because it is not what they were expecting.

Retention is as important as recruitment, so start right from the beginning by showing them that they are valued. Ensure that members of the current team are ready to accept the new member.

Let them ease into the job at their own pace. Don't throw them in at the deep end and expect them to swim.

Start them off immediately with informal and appropriate formal training to help them to do their new job.