

Recruitment Plan Template

How to use the Recruitment Plan Template

Using a template such as this to plan your recruitment activities can help to focus your energies. Once you have an idea of how many volunteers you need and the roles you want to fill, you can start to think about how to achieve your goals. Focusing on how to fill specific roles helps break down what can otherwise seem like an otherwise daunting task into more manageable steps. It's also a useful reminder that different roles require different skills and can be recruited in different ways.

Role to be filled and where	How many volunteers do we need for this role?	What skills are needed to do this role well?	What methods will we use to recruit volunteers for this role?	Where and when will we market/advertise this role or event?	Which resources will help us recruit for this role?

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