The Importance of Screening

Screening practices are ongoing and go beyond the selection process. Screening promotes better volunteer matching, improved quality and safety of programs and reduced risks and liability.

The 10 steps of screening give clear guidelines for developing screening policies and practices.

10 Steps of Screening

1. **Assessment**
   Identify and assess the risks and essential components of each program and related positions.

2. **Position - Assignment**
   Write meaningful, complete and accurate position descriptions.

3. **Recruitment**
   Develop fair and consistent selection systems and include key information about the organization and position in promotional materials.

4. **Application Forms**
   Request standard information about the applicant and specific information related to the position.

5. **Interview**
   Develop specific questions and a consistent interview format for each position, with accurate and objective written records.

6. **References**
   Check references in accordance with pre-determined position requirements and comply with legislation.

7. **Police Checks**
   Assess the risks associated with the position to determine whether or not a Police Check is required. Review information from a Police Check report as it relates to the requirements of the volunteer assignment. Request a Vulnerable Sector Check, when appropriate, and in accordance with relevant legislation.

8. **Orientation and Training**
   Provide clear information about the mission, values and policies of the organization and the specific tasks, procedures and scope of the position.

9. **Support and Supervision**
   Provide appropriate support and supervision and offer volunteers the ability to give and receive feedback.

10. **Follow-up and Feedback**
    Proactively seek feedback from program participants, clients, patients and family members.

The 2012 Edition of the Screening Handbook provides clear guidelines for developing screening policies and practices that reflect an organization’s commitment to safe and meaningful volunteer engagement.

For more information, contact: info@volunteer.ca.