



volunteer ireland  
obair dheonach éireann

# Volunteer Induction Checklist

Volunteer's Name

This record can be used at the front of your paper file for your volunteer. It will provide you with a summary of what stage they're at and any recent communication you've had with them. Depending on your process for getting volunteers started you may need to change the order.

Step in Process	Date	Notes
Enquiry received		
Information Pack Sent		
Application Form Received		
References Sent		
References Received		
Informal Interview held		
Disclosure check complete		
Starting		
Induction complete		
Training 1 complete		
Training 2 complete		
Support session held		
Leaving date		

## Log of contact

Date	Notes