

# Recruitment checklist for host entities

Start a supportive relationship with your UN Volunteer now and you'll be rewarded with a confident and dedicated team member who knows their assignment inside out, delivers and develops new skills before your eyes.

## Find the talent you need

### Activities

### Resources / Information

Contact our <b>Regional Office or Field Unit</b> to see how a volunteer can help you on-site	<a href="#">Contact Us</a> ; <a href="#">Request UN Volunteers</a>
<b>Secure funding confirmation</b> from your organization	Provide <a href="#">financial authorization</a> for recruitment
Develop an <b>engaging Description of Assignment (DOA)</b>	Find standard DOA <a href="#">Templates and Forms</a> (tab) in document library
Inform the UNV Regional Office or Field Unit if you have a <b>pre-identified candidates</b>	Fill-out <a href="#">Single Source Recruitment Form</a>
<b>Send UNV your description of assignment with your funding confirmation</b> and we will get to work.	Expect to receive 3 -5 shortlisted candidates within two (2) weeks from UNV

## Contact candidates and prep for interview

### Activities

### Resources / Information

<b>Review candidate profiles immediately and schedule interviews</b> as soon as you can.	<i>Be quick or miss out, the best talent is hired in <a href="#">only 10 days</a> or less. Web link: <a href="#">Interview guidelines and template</a></i>
<b>Conduct a competency-based interview</b> to select the right candidate. A desk review may be possible, although an interview is highly recommended.	<i>A positive experience makes candidates feel valued and recognized, and, most importantly, eager to work for your organization.</i>
<b>Speedily inform UNV of your selected candidate(s)</b> before your best candidate(s) drop out.	<i>Or, let us know WHY none of the candidates were suitable. We'll look again, knowing exactly who you hope to find.</i>

## Contact candidates and prep for interview

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**UNV will confirm** once the UN Volunteer accepts your assignment.

*Process and recruitment timeframe may vary depending on country specific visa formalities.*

**Help your international candidate apply for an entry visa** and necessary transit visas.

*Contact candidates frequently during recruitment. It reduces the chances of candidates dropping out.*

**Brief your UN Volunteer on their new role and responsibilities.** Explain what you'll get up to together and your expectations; you'll help them feel prepared and keen.

*Someone to answer questions on living conditions, what to bring, and help settle-in.*

**Organize an onboarding buddy** to help your volunteer settle in their first weeks. Meanwhile, your team can keep working happily, getting lots done, with fewer distractions.

*Motivate UN Volunteers with opportunities to learn and apply knowledge and skills at the workplace.*

**Explain the opportunities your assignment will offer.** From formal training courses to guidance or mentoring, get your volunteer excited about what's to come.

*Explain the assignment context. Who will they meet or work with and how best can one work together.*

**Help your volunteer imagine your workplace** by giving them a heads up on your organizational culture and team.

*The UNV Volunteer Service Centre will issue the contract accordingly*

**Mutually agree on the date for entry on duty** with the UN Volunteer.

*UN Volunteers will procure and provide confirmed travel itinerary*

**Reassure your volunteer that UNV will pay** their airfare, settling in grant and assignment entitlements, prior to travel (if you're asked)

*Web link: [Pre-arrival checklist for Host Entity Supervisor](#)*

**Provide information on arrival logistics and prepare for the UN Volunteer's first day**