

## Selection of Candidate– Online Volunteering - Standard Operating Procedure

<b>Responsible Unit</b>	Volunteer Solutions Section (VSS)
<b>Focal Point</b>	Volunteer Solution Section –onsite
<b>Effective Date</b>	1 Oct 2021
<b>Applicability</b>	Online Volunteer Modality

### Selection of Candidates

	Responsible party or person	Process step	Description	Documents	System role	Comments
1	Candidate	Find online DOA	Find online volunteering online DOA either by searching directly on UVP or by creating filters corresponding to preferred online DOAs (only available to registered users).		Anonymous user	
2	Candidate	Apply	<ul style="list-style-type: none"> <li>Create application, enter application information – motivation, years of relevant experience and availability.</li> <li>Submit application.</li> </ul>		Candidate	
3	UVP	Notify candidate	Send notification to confirm successful application to candidate.		System	
4	UVP	List applications	AI long lists, scores and ranks candidates against the online DOA requirements – area of expertise, language, availability – as they apply.		System	No limit on applications
5	HE	Shortlist candidates	Review applications received through dashboard task or ‘DOA on long list and create short list.			
6	HE	Assess candidates (optional)	Assess candidates, if required – written test and/or interview as appropriate. UNV provides guidance as needed.			
7	HE	Review assessment and select candidate	Review assessment, provide assessment feedback (optional) and select candidate by choosing ‘serve’ option.			

	Responsible party or person	Process step	Description	Documents	System role	Comments
8	UVP	Inform non-selected candidates	Once online volunteers are selected (as indicated in the online DOA), remaining candidates will be informed regarding non-selection.		System	
9	HE	Inform and brief selected candidate	Inform and brief selected candidate by email or other appropriate means as per host entity preference.			

### Abbreviations

UVP – Unified Volunteering Platform

OVS – Online Volunteering Site

HE- Host Entity

HE AO- Host Entity Account Owner

MU- Mobilization Use