How to select Online Volunteers

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Review candidates' applications

This step-by-step guide will take you through the process of reviewing candidates' profiles and applications, as well as shortlisting and selecting them so you can start your online collaboration.

'Review applied candidates' task

This task will appear when candidates started applying to your Host Entities' online Description of Assignment (DoA).

Click on the task name to continue.

Use filters

You can use the filters to narrow down your search. This is especially helpful when your Host Entity has several ongoing or completed Online Volunteer assignments.

Click 'Review applied candidates'

Now, click this task to start the selection process.

Task information

This field provides more information about the task. In the bottom you can find a detailed explanation.
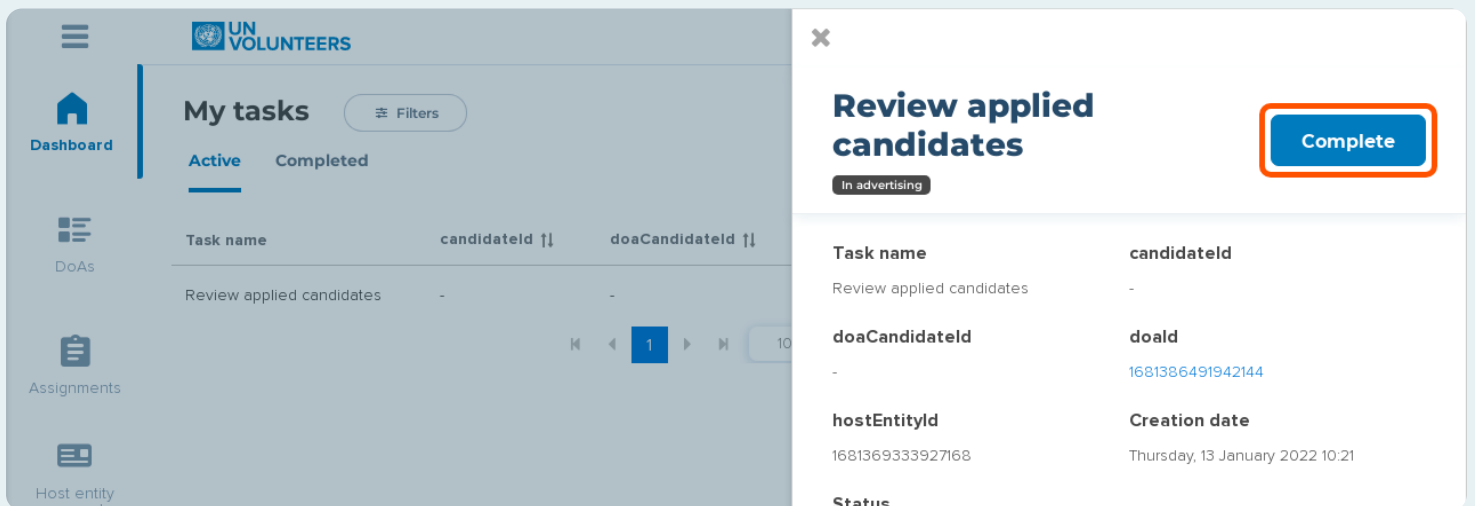
Click 'Complete'

This will take you to the next page to start the selection process.

Description of Assignment (DoA) page

First, you will see the online DoA page that provides you information about the DoA your Host Entity had created and to which candidates applied to.

Click 'Description

By clicking the 'Description' tab, you will see detailed information about the online DoA that was provided by your Host Entity during the DoA creation process.

Click 'Candidates'

Clicking the 'Candidates' tab will show you the list of all candidates that applied to your online DoA.

Please note that candidates' applications are **not** pre-screened by UNV.

Related actions

Under 'Related actions' you can perform different actions affecting the DoA:

'**Cancel entire DoA**' will cancel the assignment completely, stopping all selection processes. This cannot be undone!

'**Duplicate description of assignment**' will copy the basic information of the DoA you are currently viewing and create a new DoA based on that. You can make any changes needed on the new DoA that are necessary.

Click 'Applied'

Under 'Candidates', click the 'Applied' tab to see all candidates who applied to your online DoA. In the list you will see candidates' basic information.

Choose information columns

Use this list to choose the information columns you would like to see in the list. By adding a column you will see the corresponding information of all candidates displayed.
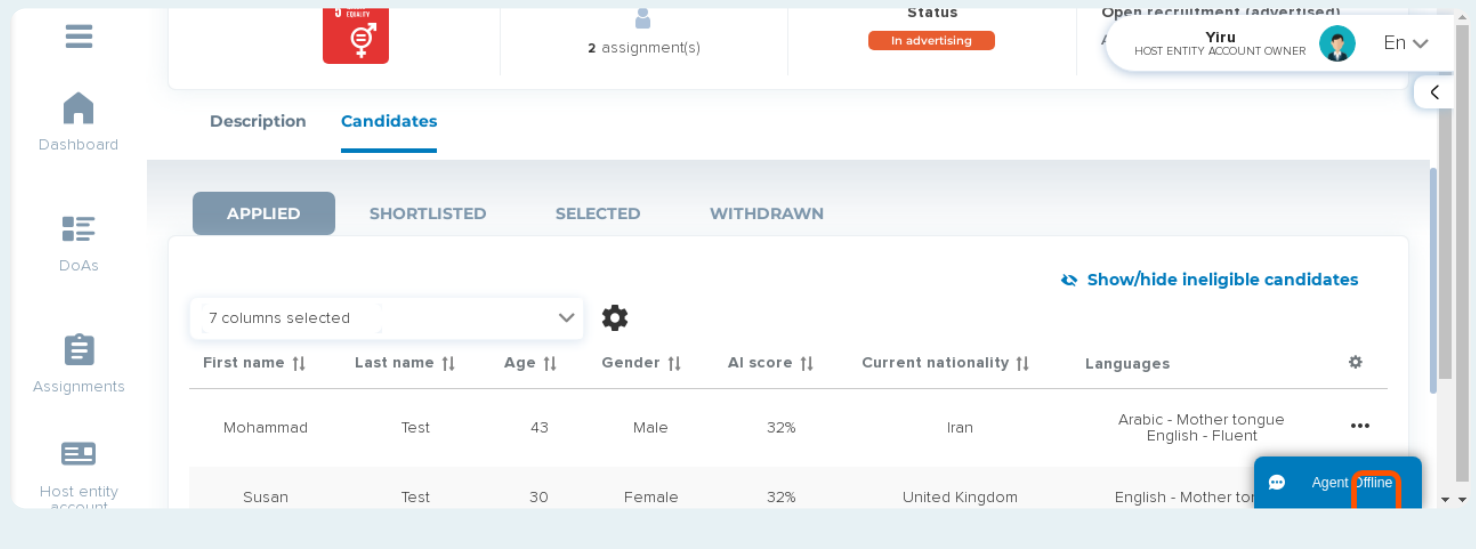

Check 'AI score'

UVP's 'longlist' pre-ranks candidates based an AI algorithm taking into account your requirements and information as well as the candidates' profiles.

The better a candidate matches your requirements the higher the AI score.

Click the 'three-dot' menu
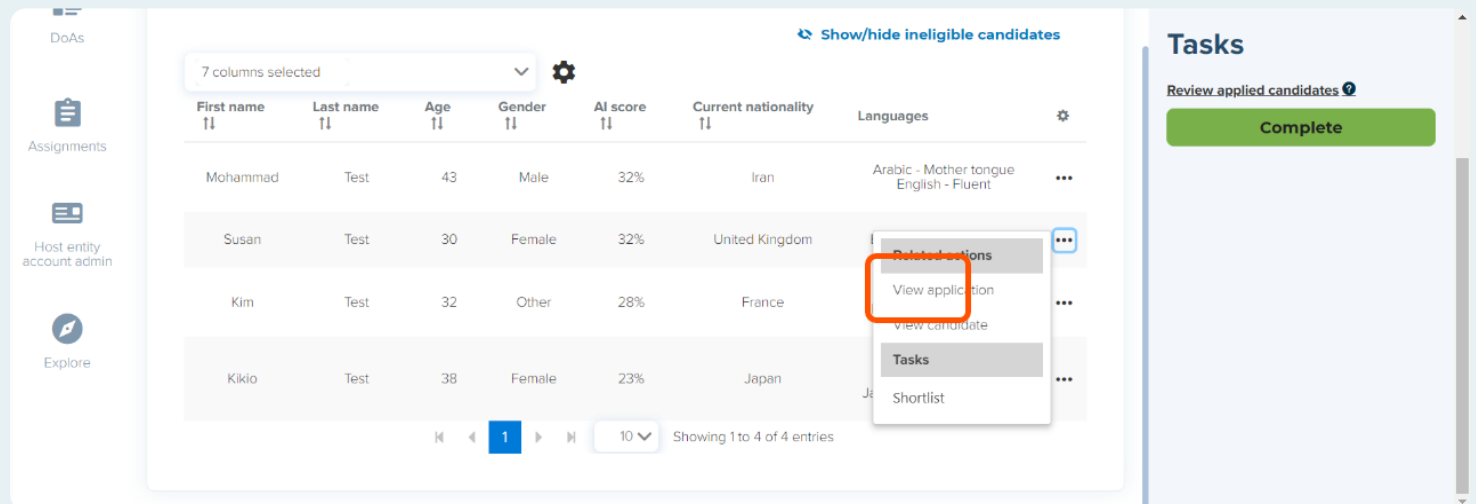
The 'three-dot' menu provides you with more options as well as actions needed for the selection process.

Click 'View application'

Clicking 'View application' opens a window with more information.

Check 'Application details'

This window provides more information about the candidate's application:

Their motivation to apply

The years of relevant experience they have

Their weekly availability
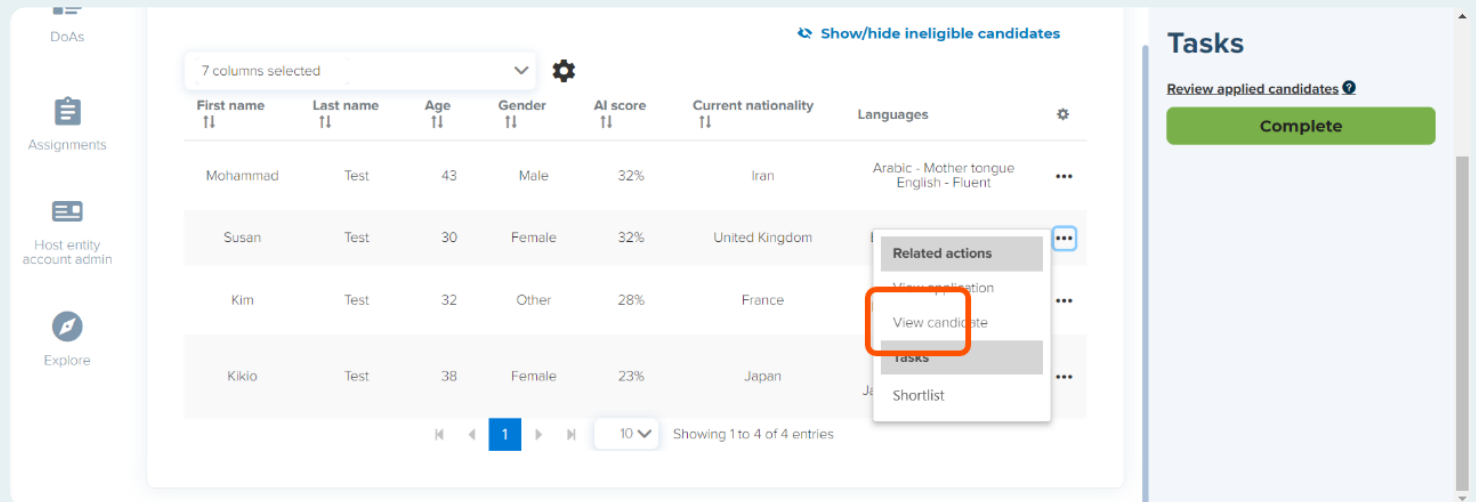
Additional information they would like to share with you

Click 'View candidate'

Clicking 'View candidate' will take you to the candidate's profile.

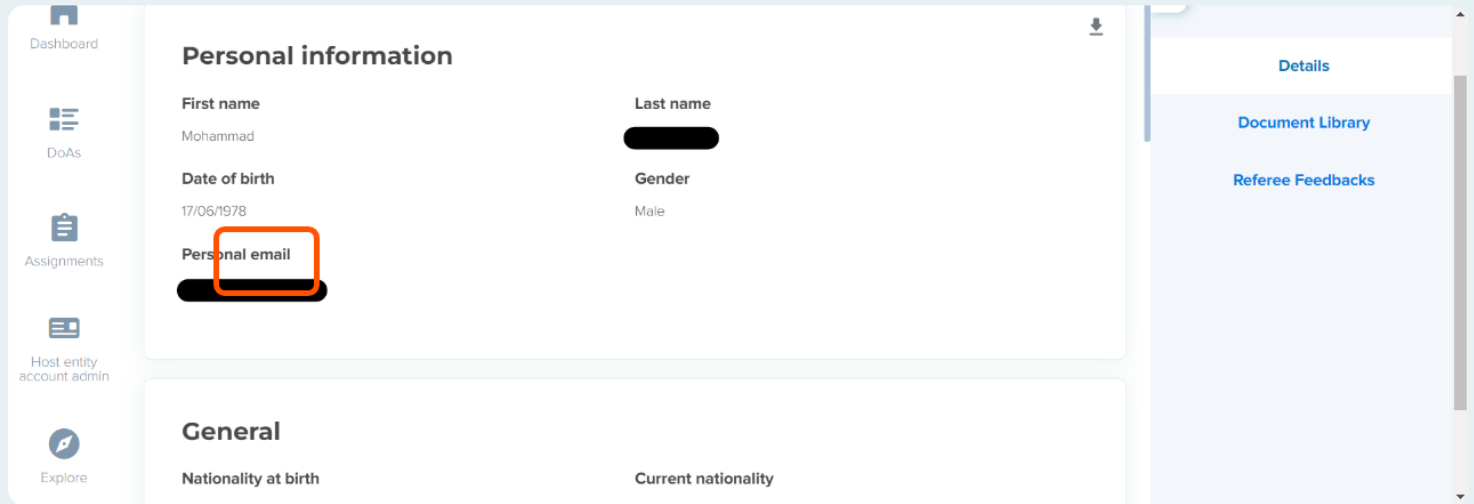# Review profile

The profile contains details about the candidates academic qualification, professional experience and other information.

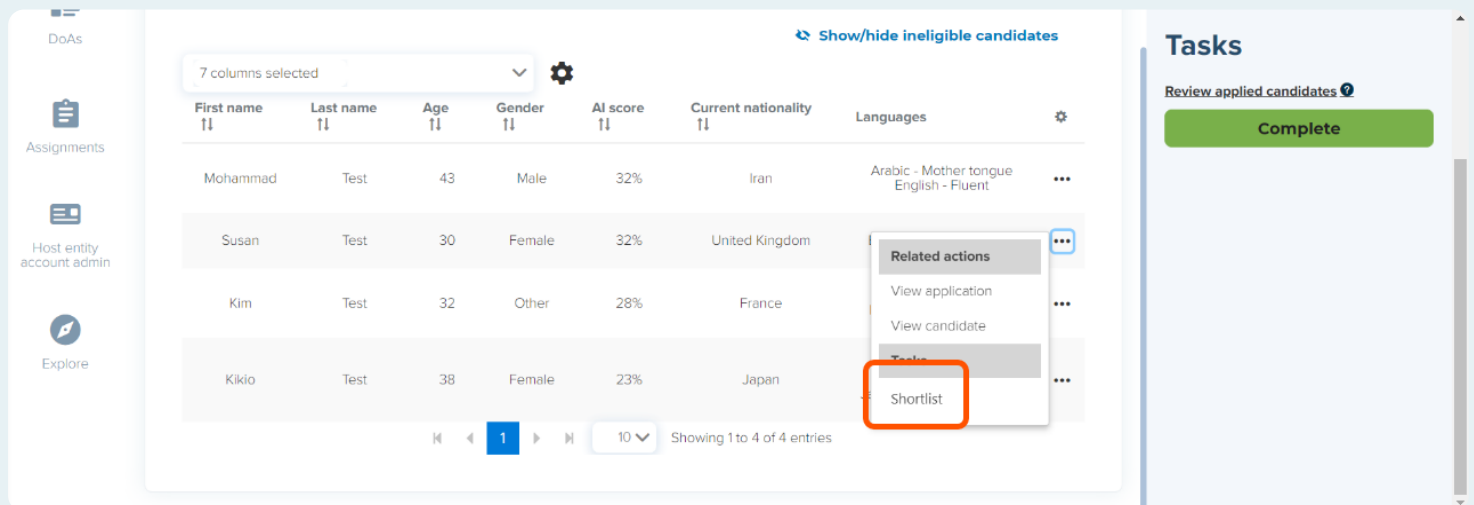Uploading a CV is, therefore, no longer needed.

Find 'Personal email'

Here you can find the candidates' email that you can use for communication with the candidates during the selection process.

Click 'shortlist'

When you find an interesting profile while reviewing candidates, you can use this button to shortlist them. This will move them to the 'Shortlisted' tab and allows easier candidate management.
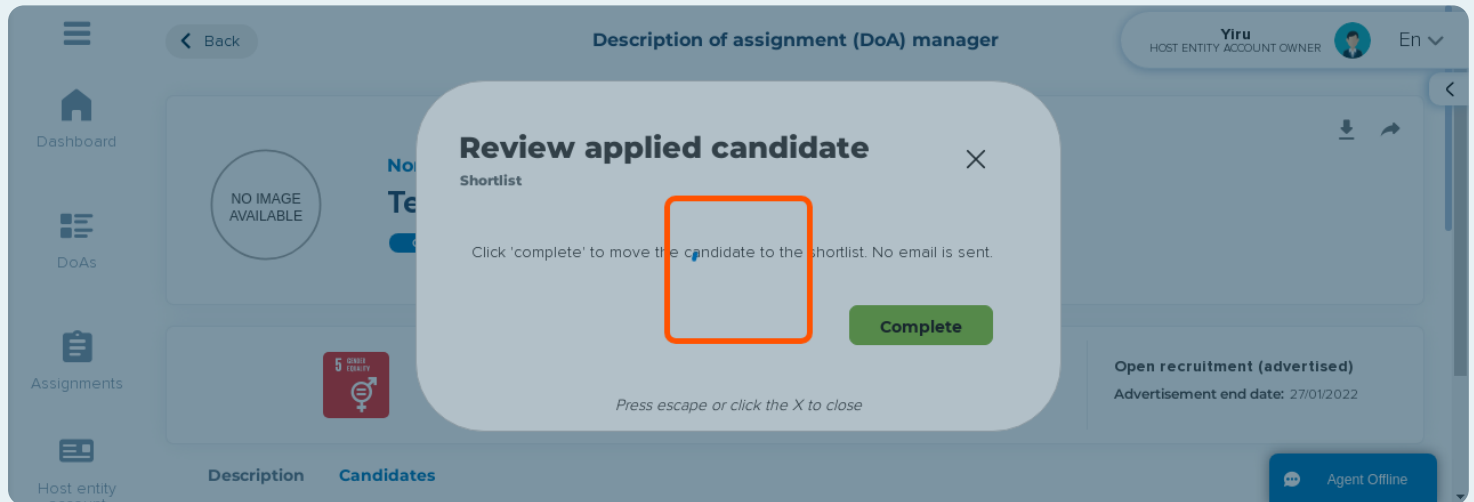
Click 'Complete'

This will move the candidates to the shortlist and remove them from the longlist (applied list).

Repeat this process with all candidates you are interested in until you have a good number to choose from.

Click 'Complete'

Once you have reviewed all candidates, and completed the shortlisting, click 'Complete' to finalize the review process. This will remove the 'Review candidates' application' task from your dashboard.

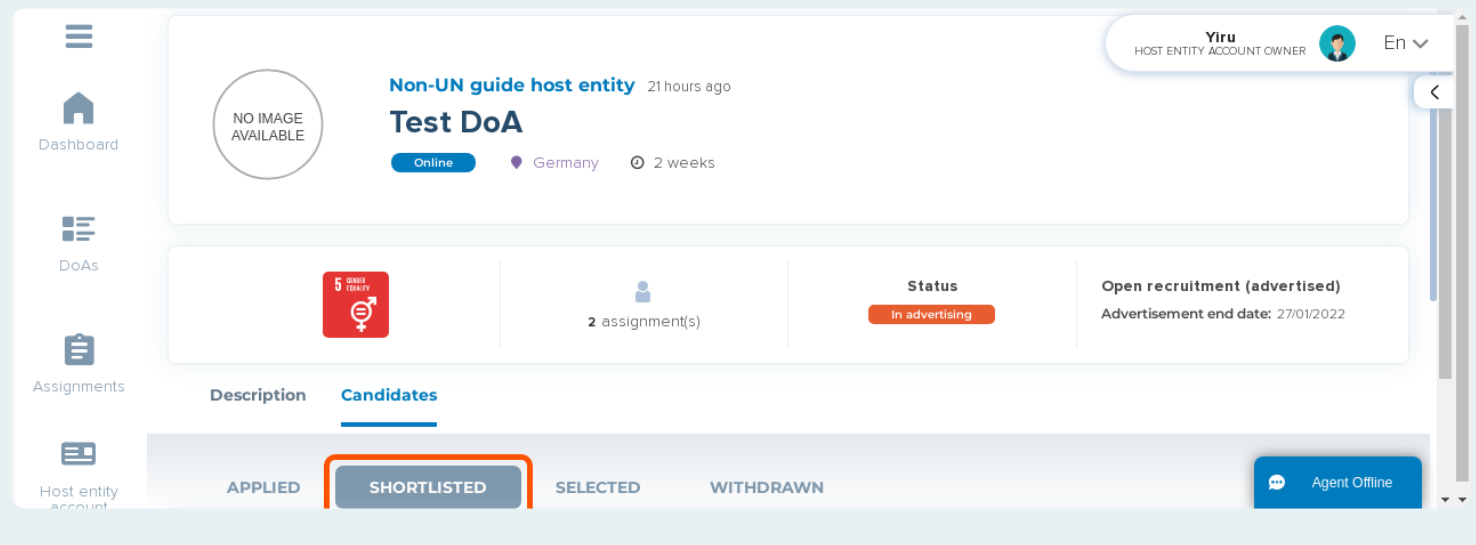It re-appears should you receive further applications.
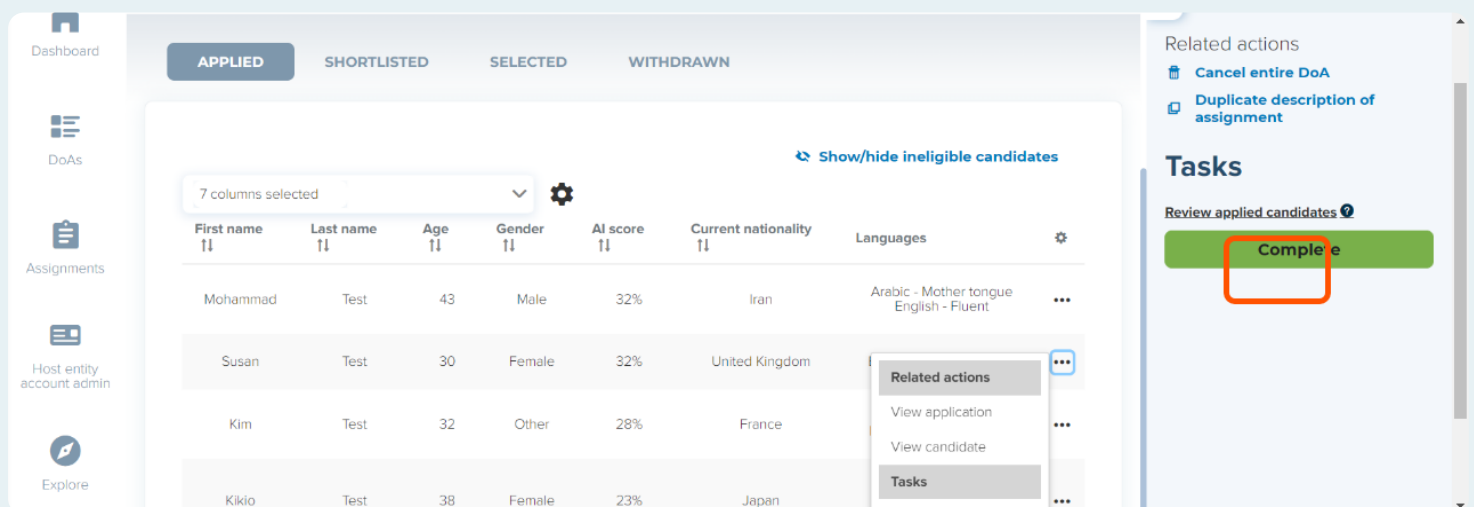
Assessing shortlisted candidates

After you have reviewed all applications and shortlisted interesting and promising candidates, you can start assessing them.

Although this step is optional, we suggest conducting short interviews and/or pre-assignment such as short tests as this will help you to get a better understanding of candidates' skills and whether they are suitable candidates.

Click 'Shortlisted'

This tab brings you to the list of your shortlisted candidates.

Contact candidate

As shown ealier, you can contact a candidate, either to inform that they are under consideration or to invite them to an interview, using their 'Personal email'.

Remove candidates

You can remove candidates from the shortlist, for instance, when they are no longer available or become unresponsive.

Start selecting candidates

When your assessment is complete, or you decided to skip this step, you can start selecting candidates of your choosing by clicking here.

Selection limitations

Before you start selecting candidates, please note that you can only select as many candidates as you initially requested assignments in the online DoA.
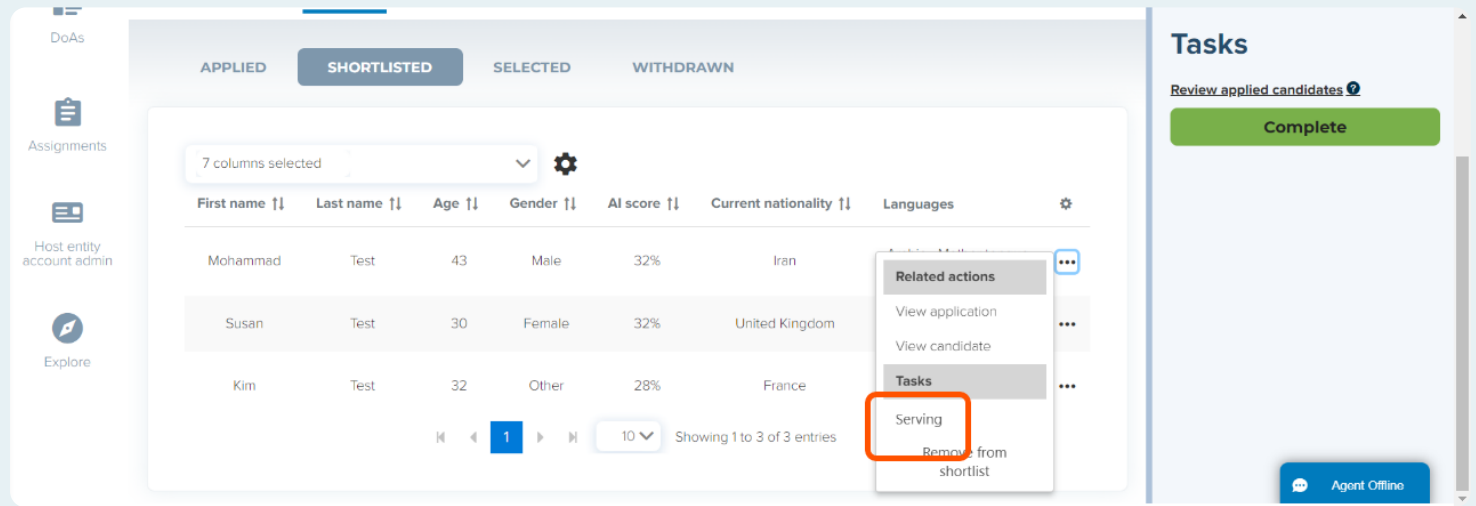
Click 'Serving'

Now, let's start selecting those candidates.

Finalize selection

Before this step is finalized, you have the option to capture your assessment of the candidates during the selection process.

This step is optional and can be skipped if you wish not to provide any information on the assessment.

Type 'Online Assessment'

Here you can provide any notes or information you captured during the assessment process, for instance, from a conducted interview.
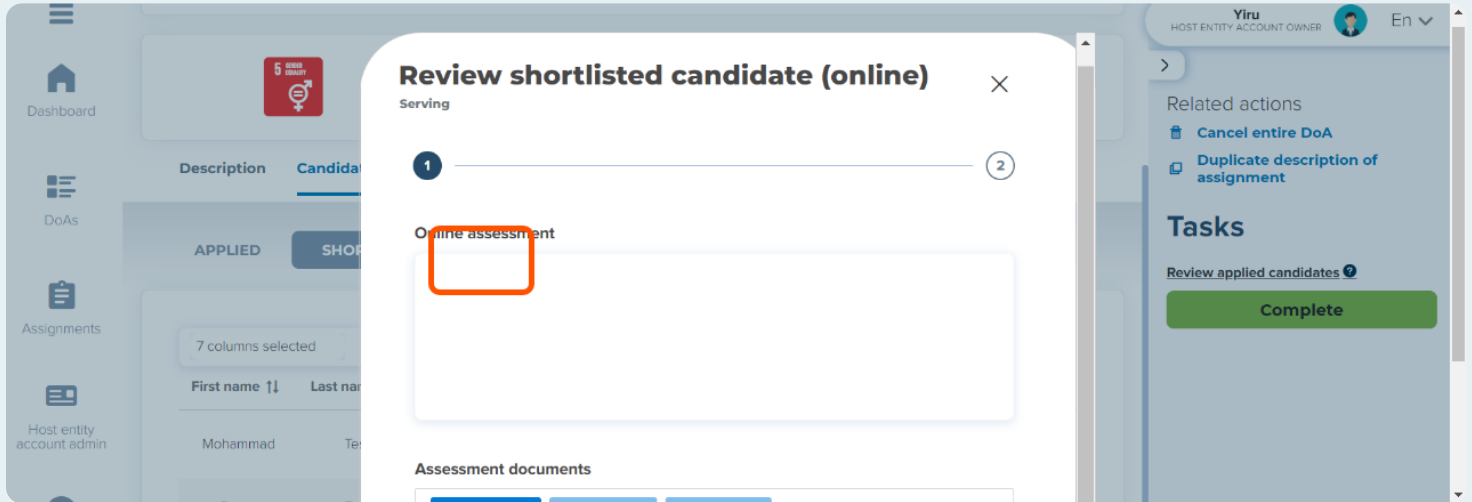
Upload 'Assessment documents'

If needed, you can also upload any documents related to the assessment, for instance, interview notes.

Click 'Next'
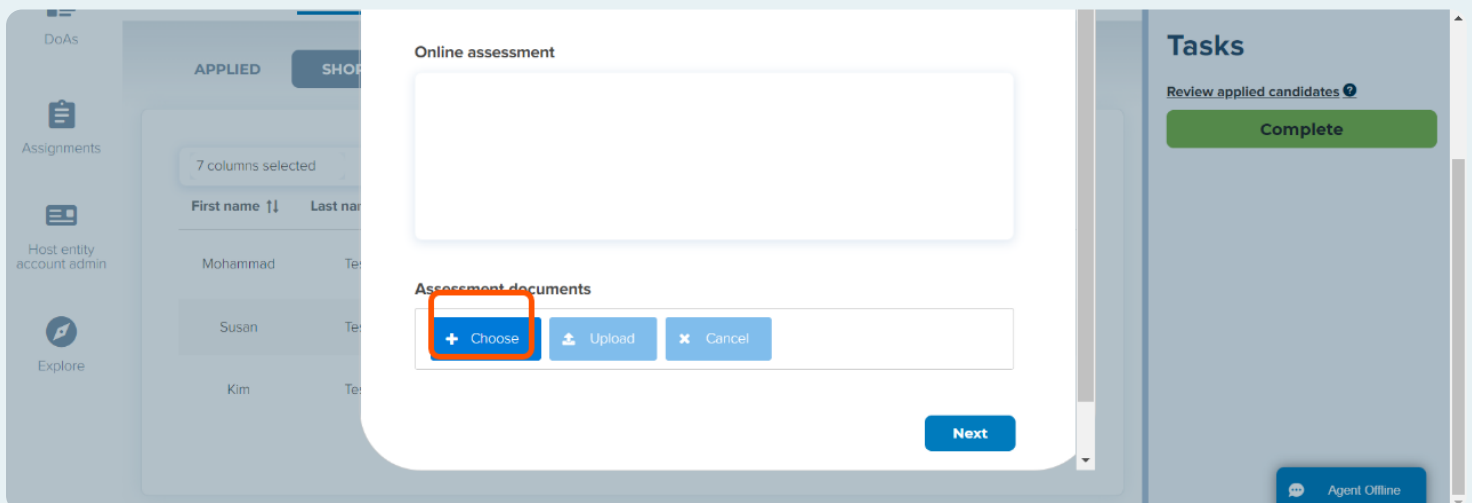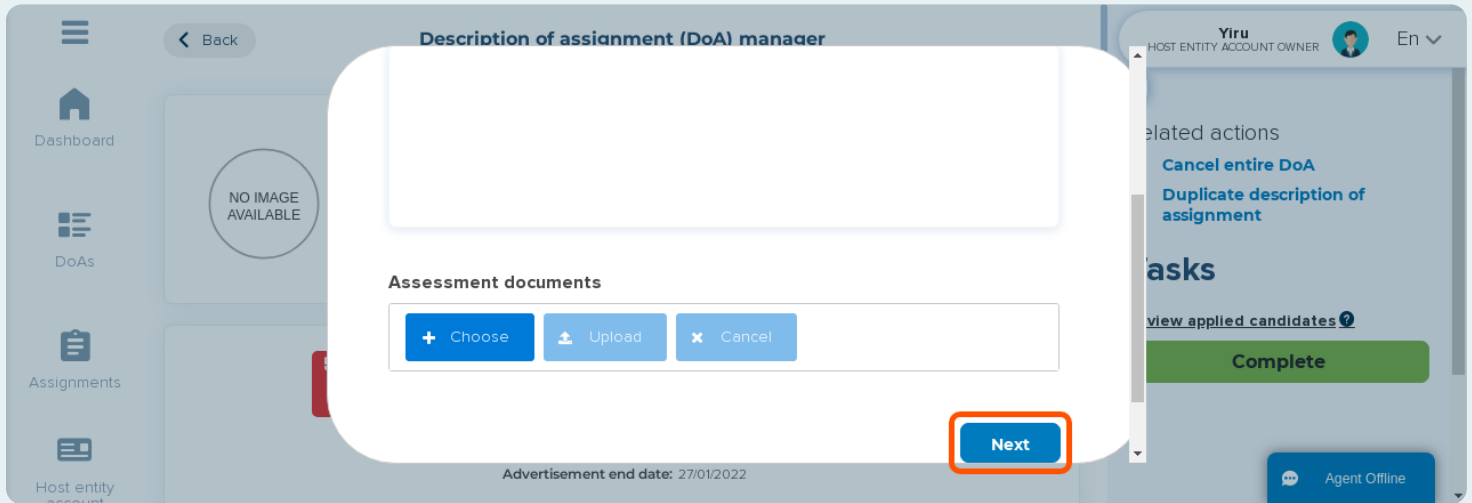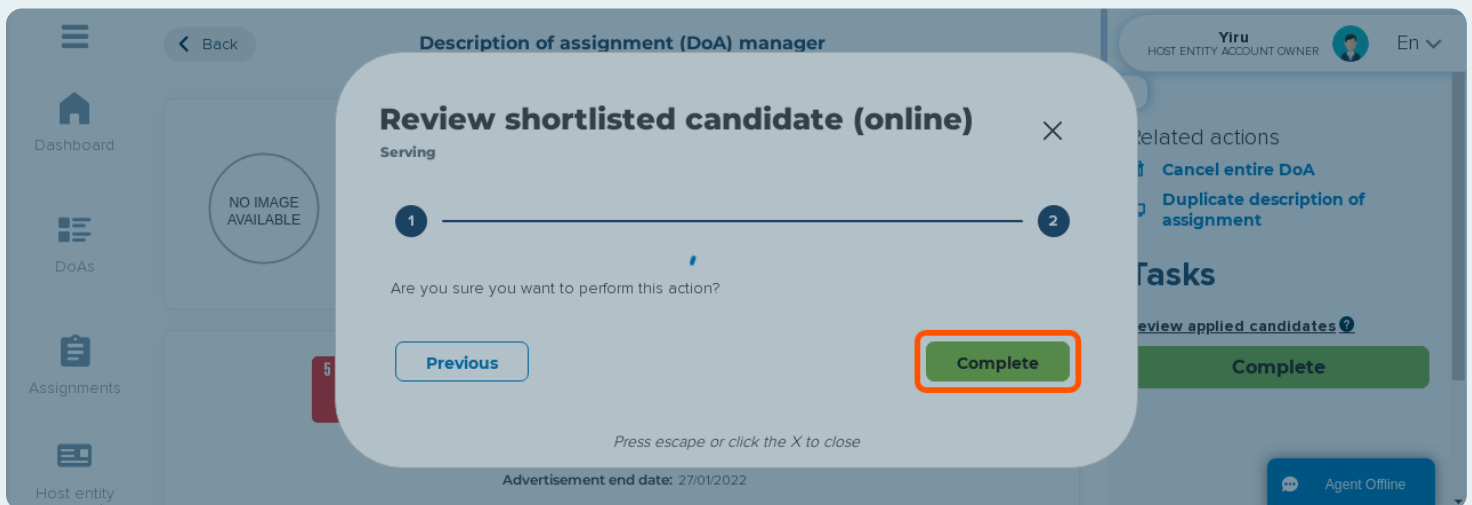
When you are ready to finalize the selection, click here

Click 'Complete'

This will finalize the selection of the candidate.

Click 'Selected

Under this tab you will now see all selected candidates.

Begin collaboration

Congratulations! You have now selected your Online Volunteers and you can start the collaboration.

Before you go, with the selection of candidates as requested in the online DoA, the system will close the online DoA's advertisement and inform all non-selected candidates of the outcome. There is no need for you to reach out to them separately.

Furthermore, the system notes the moment of selection as the collaboration's starting point, on which following steps depend. But for now, you can focus on your collaboration. We wish you all the best!