VOLUNTEER SERVICES INDUCTION WORKSHEET



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| Name of Applicant: | Date: | Interviewed by:  |

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| --- | --- |
| How did you hear about program? |  |
| Why do you want to volunteer? |  |
| Education: |  |
| Employment History: |  |
| Volunteer history: |  |
| Current WRHA volunteer? Y/N |  |
| Availability/Review commitment expectations. |  |
| What is your greatest strength, how does it help you volunteer? |  |
| Tell me about a time you when you dealt with a difficult situation. |  |
| What interests you about the position you have applied for? |  |
| What makes you a good fit for this position? |  |
| What makes you feel appreciated? |  |
| Additional Comments, Questions and or Observations:  |  |
| Proceed/ Reject |  |
| Request References | Yes / No / Waived Date Request sent to applicant: |

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| --- | --- |
| LOO/Placement Confirmation date sent:  | Safety Checks Requested (circle): CRC.VS / CARC / AARC |

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| **PLACEMENT** | **PLACEMENT SUPERVISOR** | **START DATE** |
| **FLAG** | **SITE** | **ASSIGNMENT** |
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**Other**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### On-Boarding/Orientation/Training

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|  | Notes | **√**  |
| LOO placed in Volunteer Volgistics Doc File |  |  |
| VicNet Instructions |  |  |
| Volunteer Services Orientation |  |  |
| Role Specific Orientation/Training: |  |  |
| Volunteer Activity Description |  |  |
| Handbook (paper and digital link) |  |  |
| ID Badge # |  |  |
| LMS Instructions* PHIA Training & Pledge
* Hand Hygiene / Quiz
* AMA Cust Service
* Respectful Workplace
 |  |  |
| Other: |  |  |