



<https://toolkit.unv.org/recruitment/recruitment-checklist-for-host-entities>

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.

Organize an onboarding and coaching buddy upfront to help your volunteer settle in their first weeks. Consider partnering them with someone patient, with time to answer questions and coach. Meanwhile, your team can keep working happily, getting lots done, with fewer distractions. The right buddy may also see this as a good leadership and development opportunity!

1. Find the Talent you need	
Activities	Resources
Contact our Regional Office or Field Unit to see how a volunteer can help you on-site.	Contact UNV , Request UN Volunteers
Secure funding confirmation from your organization	Confirm funding information in UVP (on-screen & PDF guides) - see UNV FA requirements . UN missions follow pre-established workflow.
Develop an engaging Description of Assignment (DOA) to attract the right candidate.	Find standard DOA Templates and Forms (tab) in document library. See how to create a new DOA in UVP (on-screen & PDF guides).
Inform the UNV Regional Office or Field Unit if you have a pre-identified candidate .	See Policy , Memo and Template on Direct Recruitment.
Submit your DOA with your funding confirmation and we will get to work.	<i>Expect to receive 3 -5 shortlisted candidates from UNV within two (2) weeks of your DOA being published.</i>
2. Contact candidates and prep for interview	
Review candidate profiles immediately and schedule interviews as soon as you can.	<i>Be quick or miss out, the best talent is hired in only 10 days or less.</i>
Conduct a competency-based interview to select the right candidate. A desk review may be possible, although an interview is highly recommended.	A positive experience makes candidates feel valued and recognized, and, most importantly, eager to work for your organization. Use our Interview or desk review template .
Speedily inform UNV of your selected candidate(s) 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>

3. Brief your chosen UN Volunteer on country and context	
UNV will confirm once the UN Volunteer accepts your assignment.	<i>Process and recruitment timeframe may vary depending on country specific visa formalities.</i>
Help your international candidate apply for an entry visa and necessary transit visas.	<i>Contact candidates frequently during recruitment. It reduces the chances of candidates dropping out.</i>
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.	<i>Someone to answer questions on living conditions, what to bring, and help settle-in.</i>
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.	<i>Motivate UN Volunteers with opportunities to learn and apply knowledge and skills at the workplace.</i>
Explain the opportunities your assignment will offer. From formal training courses to guidance or mentoring, get your volunteer excited about what's to come.	<i>Explain the assignment context. Who will they meet or work with and how best can one work together.</i>
Help your volunteer imagine your workplace by giving them a heads up on your organizational culture and team.	<i>The UNV Volunteer Service Centre will issue the contract accordingly.</i>
Mutually agree on the date for entry on duty with the UN Volunteer.	<i>UN Volunteers will procure and provide confirmed travel itinerary</i>
Reassure your volunteer that UNV will pay their airfare, settling in grant and assignment entitlements, prior to travel (if you're asked)	<i>Web link: Pre-arrival checklist for Host Entity Supervisor</i>
Provide information on arrival logistics and prepare for the UN Volunteer's first day	

Also review Standard Operating Procedures on [Requesting a UN Volunteer](#) assignment.