Volunteer Process Flow Chart

Department creates Volunteer Opportunity (job) in HireTouch

Email sent to Hiring Manager with instructions



Recruitment

Department is responsible to identify Volunteer Candidates & instruct them to complete the Volunteer Application Package in HireTouch



Volunteers Complete "Application" Package

Human Resources is notified when Volunteer submits the package



HR will manually attach the Volunteer to the Opportunity in HireTouch



HR will facilitate Criminal Background Check & Drug / Alcohol Screen



HR sends the Department Volunteer Verification Form to Hiring Manager with instructions for approval

(Form is Approved within HireTouch)



Hiring Manager Approves Department Volunteer Verification (Confirming Departmental requirements are satisfied)



Final notification sent to Hiring manager that Volunteer may Start

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