

# 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.

## Find the talent you need

### Activities

### Resources / Information

Contact our **Regional Office or Field Unit** to see how a volunteer can help you on-site

[Contact Us](#); [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)** in **Unified Volunteering Platform (UVP)**

Find standard DOA [Templates and Forms \(tab\)](#) in document library. See how to create a DOA in UVP ([on-screen](#) & [PDF guides](#)).

Inform the UNV Regional Office or Field Unit if you have **pre-identified candidates**

[See Policy](#), [Memo](#) and [Template](#) on [Direct Recruitment](#)

Submit your DOA with your funding confirmation in UVP and we will get to work

UNV will submit 3-5 shortlisted candidates within two (2) weeks

## Contact candidates and prep for interview

### Activities

### Resources / Information

**Review candidate profiles immediately and schedule interviews** as soon as you can.

Be quick or miss out, the best talent is hired in [only 10 days](#) or less. Inform us of your selection in UVP ([on-screen](#) & [PDF guides](#))

**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. You will confirm your selection in UVP.

Or, let us know **WHY** none of the candidates were suitable. We'll look again, knowing exactly who you hope to find.

## Contact candidates and prep for interview

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**UNV will confirm** once the UN Volunteer accepts your assignment.

*Process and recruitment timeframe may vary depending on country specific visa formalities.*

**Help your international candidate apply for an entry visa** and necessary transit visas.

*Contact candidates frequently during recruitment. It reduces the chances of candidates dropping out.*

**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.

*Someone to answer questions on living conditions, what to bring, and help settle-in.*

**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.

*Motivate UN Volunteers with opportunities to learn and apply knowledge and skills at the workplace.*

**Explain the opportunities your assignment will offer.** From formal training courses to guidance or mentoring, get your volunteer excited about what's to come.

*Explain the assignment context. Who will they meet or work with and how best can one work together.*

**Help your volunteer imagine your workplace** by giving them a heads up on your organizational culture and team.

*The UNV Volunteer Service Centre will issue the contract accordingly*

**Mutually agree on the date for entry on duty** with the UN Volunteer.

*UN Volunteers will procure and provide confirmed travel itinerary*

**Reassure your volunteer that UNV will pay** their airfare, settling in grant and assignment entitlements, prior to travel (if you're asked)

*Web link: [Pre-arrival checklist for Host Entity Supervisor](#)*

**Provide information on arrival logistics and prepare for the UN Volunteer's first day**