

Referral Process Overview

1. **Role Creation:**
 - Create or reactivate a volunteer role through your Volunteering Waikato member login in 'Connect'.
2. **Role Review and Publication:**
 - The role is reviewed and accepted by Volunteering Waikato staff.
 - Published live to the Volunteering Waikato website, appearing at the top of the 'Current Positions' list.
3. **Media Inclusion:**
 - All new roles are featured in the bi-weekly newsletter, 'Involved', reaching over 3000 volunteers around the region.
 - All new roles are also featured on social media posts that reach our 10K+ followers.
4. **Referral Definition:**
 - A 'referral' is a potential volunteer who registers their interest for the role via the website.
5. **Referral Notification:**
 - Referral details are sent via email to the designated role contact.
 - Referral receives a confirmation email with the role contact information.
6. **Initiate Contact:**
 - Contact the referral promptly to discuss their interest and proceed with the recruitment process.
7. **Recruitment Process:**
 - Follow your organization's recruitment process, offering advice and support as needed.
8. **Status Updates:**
 - Update referral statuses in Connect to track progress and maintain organization.
9. **Role Deactivation:**
 - Deactivate the role once sufficient referrals are received or a volunteer is placed.
 - Role information remains available through Connect for six months.

Enhancing Referral Experience:

- **Monitoring and Adjusting:**
 - Monitor role statistics in Connect to assess views, referrals, and placements.
 - Modify role descriptions and advertisement strategies if necessary to attract suitable candidates.
- **Engagement and Support:**
 - Utilize social media, newsletters, and website features to boost role visibility.

- Seek advice and guidance from Volunteering Waikato advisors to adapt to evolving volunteering trends.
- Referral Assessment:
 - Assess referral suitability based on role requirements and candidate qualifications.
 - Implement initial contact strategies to gauge candidate fit before proceeding with the recruitment process.
- Addressing Barriers:
 - Identify and eliminate potential barriers in role descriptions or recruitment processes hindering candidate engagement.
 - Collaborate with Volunteering Waikato advisors to streamline recruitment efforts and maximize referral success.

Conclusion: Continuous communication and collaboration with Volunteering Waikato advisors are key to optimizing the referral process and ensuring a positive experience for both organizations and volunteers. For further assistance or inquiries, please reach out to your advisor for personalized support and guidance: advisor@volunteeringwaikato.org.nz.