Volunteer New Hire Checklist Procedure

As in any organization, bringing in new staff requires system changes, record keeping and supply ordering. The information collected on the Volunteer New Hire Checklist form is used by the Chapter Webmaster, Secretary and Director of Volunteers to set up a new volunteer at PMI Portland Chapter.

Hiring Manager tasks:
- Use the **Volunteer New Hire Checklist** for all volunteers, regardless of position or length of service.
- Review the **Volunteer Benefits** document to learn what standard benefits are provided to your volunteers, before you complete the checklist.
- If your volunteer requires a benefit that is outside the norm as listed in the Volunteer Benefits document, please provide explanation in the Comments field of the checklist.
- Send the Checklist to the emails listed at the end of the form prior to the volunteer's start date.

The following people will take the steps needed to set up your new volunteer.

Webmaster tasks:
- Verify Chapter membership
- Update web pages (Home, Leadership, Contact Us, Volunteer Opportunities, etc.)
- Web site access (rights to view Leadership Portal web pages, database, event pricing, database access)
- Email (Chapter email accounts, password changes)

Secretary tasks:
- Update volunteer contact information
- Update Chapter org chart
- Order name badge
- Order business cards

Director of Volunteer tasks:
- Update Chapter VRMS system (Volunteer Recruitment and Management) (TBD)

Links:
Volunteer New Hire Checklist
Volunteer Benefits document
Volunteer Orientation Checklist
Leadership web page
Request a Volunteer web page (must be logged in to view)
webmaster@pmi-portland.org
secretary@pmi-portland.org
volunteer@pmi-portland.org

Please send suggestions for improvement to webmaster@pmi-portland.org.