

How to:

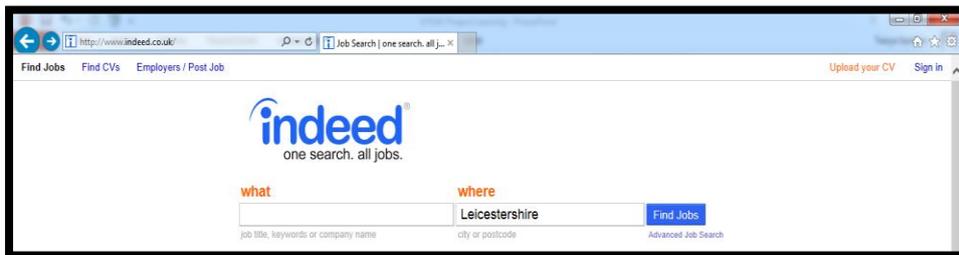
Recruit adult volunteers online using Indeed

What you need to know

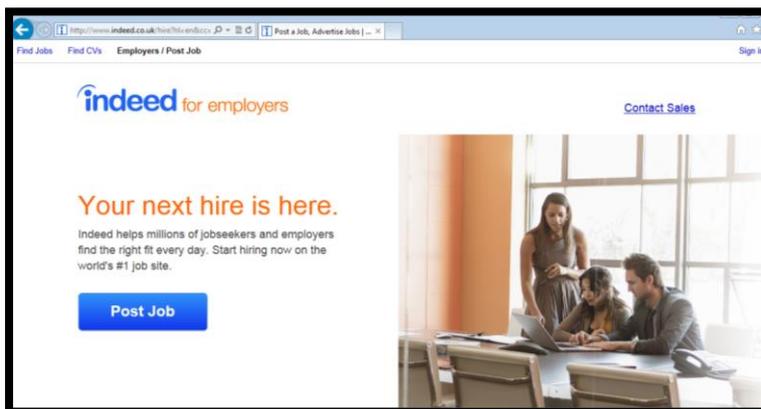
- The Indeed website lists volunteer roles alongside jobs from thousands of job boards, newspapers, classifieds and company websites.
- You can post your role for free or pay to promote it.

Step one: Create an account

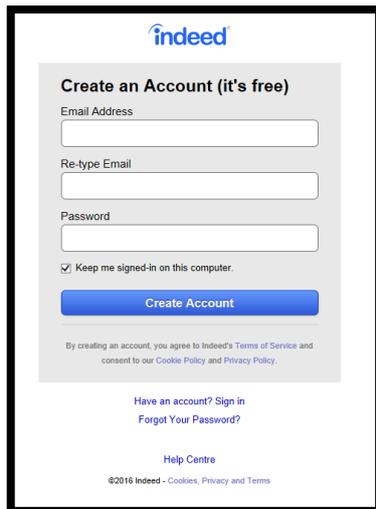
1. Go to www.indeed.co.uk and click on Employers/Post Job on the top left hand corner.



2. Click on Post Job.



3. Create your account, fill in the boxes and follow the prompts to create your account.



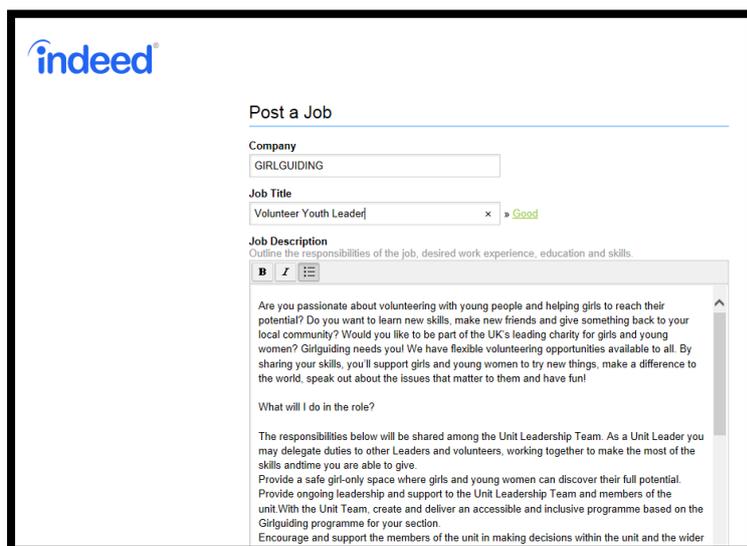
The screenshot shows the 'Create an Account (it's free)' form on the Indeed website. It includes fields for 'Email Address', 'Re-type Email', and 'Password'. There is a checkbox for 'Keep me signed-in on this computer.' and a blue 'Create Account' button. Below the button, there is a link for 'Have an account? Sign in' and another for 'Forgot Your Password?'. At the bottom, there is a 'Help Centre' link and a copyright notice for 2016 Indeed.

Enter details of the volunteer who will be managing applications. Once you have created your Indeed account you will be ready to start posting your volunteering opportunities.

Step Two: Post your advert

When you are signed into your account you can post your advert.

1. Click Post Job in the top left-hand corner of the screen and the site will take you to this page
2. Fill out the form which looks like the one below, with the details of your volunteering opportunity. There are lots of paid jobs on Indeed so it's important to make it very clear that the role is a volunteer opportunity. Do this by using the word volunteer in the title, for example 'Volunteer Youth Leader'. It's also a good idea to put zero in the salary box.



The screenshot shows the 'Post a Job' form on the Indeed website. The 'Company' field is filled with 'GIRLGUIDING'. The 'Job Title' field is filled with 'Volunteer Youth Leader' and has a 'Good' rating. The 'Job Description' field is filled with a detailed description of the role, including a paragraph about the charity's mission and a list of responsibilities. The description text is: 'Are you passionate about volunteering with young people and helping girls to reach their potential? Do you want to learn new skills, make new friends and give something back to your local community? Would you like to be part of the UK's leading charity for girls and young women? Girlguiding needs you! We have flexible volunteering opportunities available to all. By sharing your skills, you'll support girls and young women to try new things, make a difference to the world, speak out about the issues that matter to them and have fun! What will I do in the role? The responsibilities below will be shared among the Unit Leadership Team. As a Unit Leader you may delegate duties to other Leaders and volunteers, working together to make the most of the skills and time you are able to give. Provide a safe girl-only space where girls and young women can discover their full potential. Provide ongoing leadership and support to the Unit Leadership Team and members of the unit. With the Unit Team, create and deliver an accessible and inclusive programme based on the Girlguiding programme for your section. Encourage and support the members of the unit in making decisions within the unit and the wider'.

Using volunteer role descriptions

Make sure you refer to [Girlguiding's volunteer role descriptions](#) when you are writing your adverts. You can find the role descriptions in the [Volunteer roles in guiding](#) section of the website when putting information about the role in the 'Job description' area of the form. There is a description for most roles in guiding with detailed information about what we're looking for in a volunteer and what they can expect from us.

Your creativity and local knowledge are also very important tools for writing a great opportunity!

Summary of the role

Start with a brief summary of the role. You could use the short descriptions from the Volunteer roles in guiding section of the website here, for example this [summary of a Unit Leader's responsibilities](#).

Get creative, have fun and be an inspiring role model to girls and young women. As Unit Leader, you'll be responsible for running the unit, leading a team, and planning and delivering a high-quality programme of activities and events. This is a key role that works directly towards the aims of Girlguiding. If you've got what it takes to be a Unit Leader, we want you!

Structuring your job description

The rest of your job description should cover what the role involves, details of the person and skills you're looking for, and some background to Girlguiding. Use headings to make it easier for potential volunteers to read information the role. Here are some example headings taken from the volunteer role descriptions. Try copying the relevant part of the role description into your advert and adding local details to make the opportunity more specific to your area.

What will I do?

Who can do this role?

Am I right for the role?

About volunteering with Girlguiding

3. When the form is complete, click 'Continue' and you will be taken to a preview of your advert, where you are given the option to edit or confirm. Once you confirm, it will take you to this page. Complete the details and press continue.

The screenshot shows the 'Account Information' form on the Indeed website. The form includes the following fields:

- Company: GIRLGUIDING
- Company Size: 150 - 249
- Contact person: Volunteer or staff name
- Phone: 0207 834 6242

A blue 'Continue' button is located at the bottom right of the form.

4. You will next see a screen like the one below. At the bottom of the page, next to the continue button, click 'keep this job free'. Your volunteering opportunity will then appear on the Indeed website.

The screenshot shows the 'Sponsor Job (recommended)' page for a 'Volunteer Youth Leader' position. The page includes the following information:

- Job Title: Volunteer Youth Leader
- Company: GIRLGUIDING - London
- Currency: GBP £ (British Pound)
- Pricing: Simple (selected), Advanced
- Job Budget: £ 0 x daily average
- Buttons: Continue, Post job for free

The posting is now complete; the site will take you to your account Dashboard. Here you can view all postings, edit or pause application. You can view candidates and track the progress of their application.

Remember to verify your email to make your advert visible on Indeed.

The screenshot shows the Indeed account dashboard. It features a navigation bar with 'Overview', 'Jobs', and 'Candidates' tabs. The main content area includes:

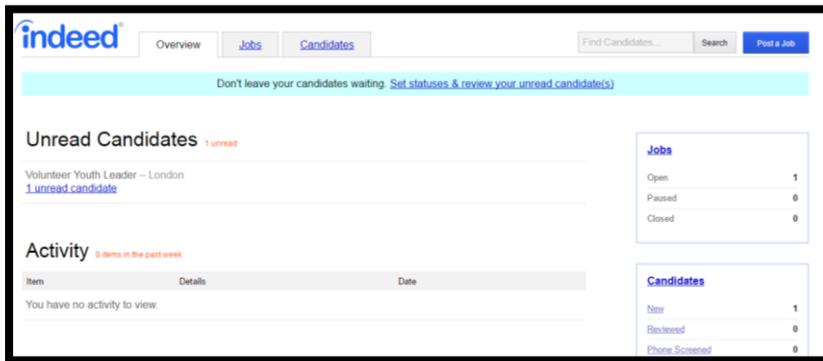
- A green checkmark and the message: 'Congratulations on posting your job with Indeed!'.
- Information about job visibility: 'Your job will be visible on Indeed after review. This process usually takes up to 72 hours. If you have alerts above make sure they are resolved as soon as possible.'
- Tools available to the user:

Jobs	Candidates
Open: 0	New: 0
Paused: 1	Reviewed: 0
Closed: 0	Phone Screened: 0
	Interested: 0
	Offer Made: 0
	Rejected: 0
	Hired: 0

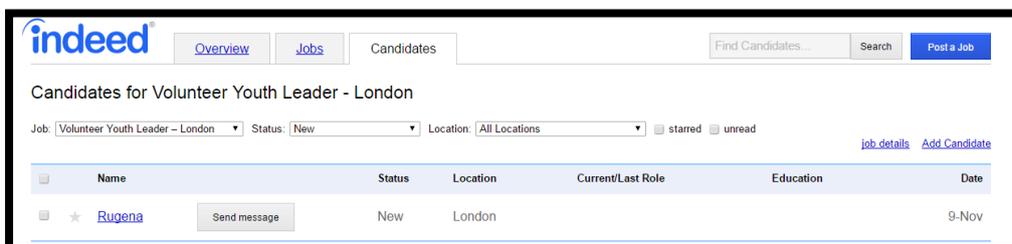
Step Three: Manage applicants

Every time someone applies for the role you will receive an email from Indeed notifying you about a new candidate for your role. All applicants are referred to as candidates. Use the tools on Indeed to manage their application.

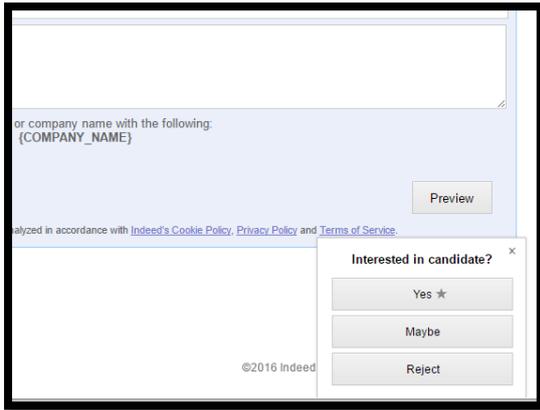
1. You should log on as soon as you can. Once you log on click on Employers/Post Job on the top left hand corner, like you did in step 1.
2. Webpage will take you to your dashboard, and here you can see all your candidates including the new ones.



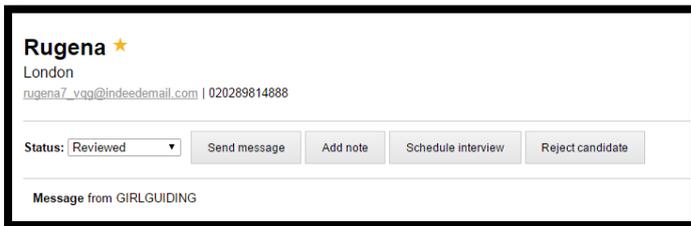
3. Click on the new candidates, you are given an option next to each candidate to send a message. Each candidate is given an indeed email address, and they will be able to see your message through their indeed account. If they provide their phone numbers, you will also be able to view that. You will not have access to their personal email they use to log on.



4. Here you are also able to see any information they have sent or filled in including their CV. However it is not mandatory for them to send this information. Candidates when applying are prompted with this box. Here you might be able to locate additional contact information.
5. At the bottom of the screen you are prompted with this message, asking you if you are interested in this candidate, you can click that once you have heard back or spoken to candidate on the phone. If you click yes, candidate's status changes from new to reviewed.



6. You may move the candidates through the application process and update their status as you go along. To do this, simply click on the candidate's name. You will be given a series of options as seen in the box below.



When you're ready to meet someone for the first time, take some time to read through our guidance on [welcoming and inducting new volunteers](#).

Staying safe online

- Remember to keep your Indeed profile password safe.
- Girlguiding's ['A Safe Cyberspace' resource](#) has useful guidance on protecting yourself online and making sure your passwords are secure.
- Follow [Girlguiding guidance on data protection](#) when you are handling volunteer's personal information.