

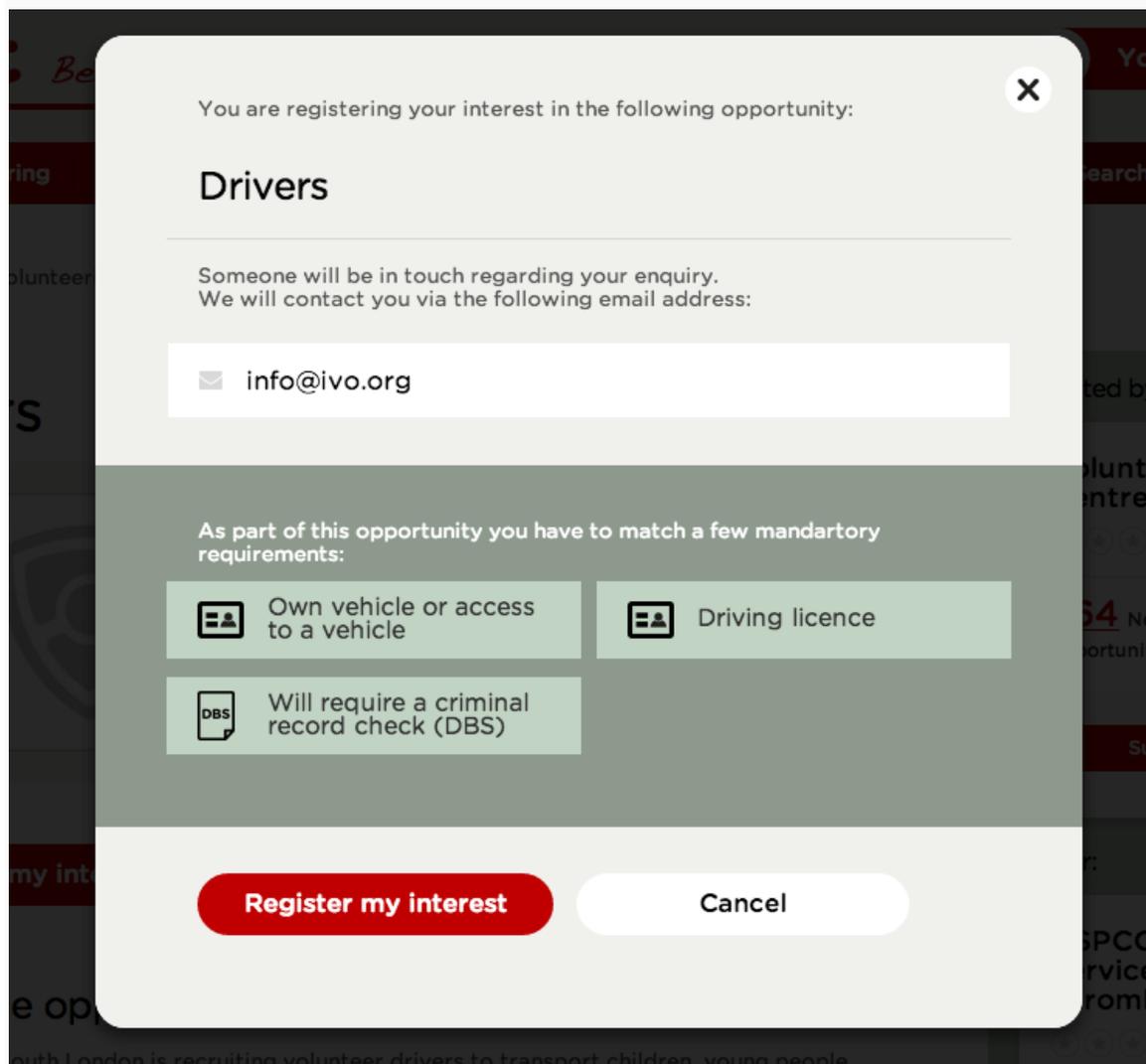
Dealing with Applications

This guide will explain how applications work on Do-it.org.

When a potential volunteer finds an opportunity they like the sound of, they click on 'Register my interest':

Register my interest

They will then see a screen like this:



The screenshot shows a modal window with a close button (X) in the top right corner. The text inside the modal reads: "You are registering your interest in the following opportunity:" followed by the title "Drivers". Below this, it says "Someone will be in touch regarding your enquiry. We will contact you via the following email address:" and displays the email address "info@ivo.org" with an envelope icon. A section titled "As part of this opportunity you have to match a few mandatory requirements:" lists three items: "Own vehicle or access to a vehicle" (with a car icon), "Driving licence" (with a license icon), and "Will require a criminal record check (DBS)" (with a DBS card icon). At the bottom of the modal are two buttons: "Register my interest" (in a red rounded rectangle) and "Cancel" (in a white rounded rectangle).

As you can see, they are given an opportunity to double-check their email address, and that they meet requirements for the role, before they register.

Please Note: It's important that if the opportunity should require any special considerations and requirements that they are chosen within the opportunity record before publishing.

This helps the volunteer know this information before they register their interest.

For more information on how to add requirements to your opportunities please read our [opportunity guidance](#).

If the volunteer definitely wants to apply and is suitable for the role, they press Register My Interest, and will then see this screen:

Home / My Dashboard

My dashboard

Opportunities you have applied for

Drivers	You have registered your interest
NSPCC Croydon Service Centre (Bromley)	Ongoing

Suggested opportunities

Fill in your interests so we can suggest opportunities that are right for you

[Tell us your interests](#)

And it will remain like this until they are Placed or Not Placed.

On your end, you get the details of the registration of interest in 'My Applications' in Recruiter Dashboard:

Applicants	Applied date	Opportunity	Apply to	Comments	Actions
 Do-it Trust info@ivo.org	03/03/2015	Network Administrator <i>for Do-it Trust</i> 020 7928 5080 info@do-it.org Dave Dee 012346677 dave@email.com	Do-it Trust 020 7928 5080 info@do-it.org	Notes Tags	<input checked="" type="radio"/> Placed <input type="radio"/> Not placed

1. Applicants

This is the name of the Applicant, along with their email address and phone number (if one is provided). If you click on the Applicant's name, it will take you to their profile page.

2. Applied date

The date that the volunteer registered their interest.

3. Opportunity

This is the name of the role; the organisation the role is **“Offered For”** and the contact details for the organisation; and the Alternative Contact for the opportunity if one has been added:

	Opportunity	Apply to
Support do-it.org 0220	<div style="border: 1px solid purple; padding: 2px;">Another test</div> <div style="border: 1px solid purple; padding: 2px;">for Tester 2 02072985080 info@do-it.org</div> <div style="border: 1px solid purple; padding: 2px;">Dave Dee 012346677 dave@email.com</div>	Tester 2 Title of opportunity 02072985080 info@do-it.org Alternative Contact (if provided)

4. Apply to

This column will be irrelevant to many of you, because when you recruit for one organisation only (have one organisation in “**My Organisations**”), this will always be yourself.

The reason this is here is for organisations who post to Do-it on behalf of other organisations; this is usually Volunteer Centres, but it might apply to some other users too - for example, you might recruit volunteers for 2 local children's football clubs, in which case you'll need to differentiate which opportunity is for which club.

So the two scenarios:

a) in the opportunity, the “**Offered by**” and “**Offered for**” organisations are the same thing; the “**Apply to**” organisation will of course be that same organisation. And it will be the same as the details in the “**Opportunity**” column.

b) in the opportunity, the “**Offered by**” and “**Offered for**” organisations are different; the “**Apply to**” organisation will then be your choice, depending on which organisation's details you want to see at this stage. Whichever organisation you pick in the section “**All applications should go to**” will be shown here.

5. Comments

A space for you to add comments and tags.

6. Actions

The action: either “**Placed**” or “**Not placed**”. See below for more details.

How to respond to this registration of interest?

Once you have this page, you have all the details you need to take whichever further step you need. **Do-it has facilitated the connection between the potential volunteer and the role, and how you proceed from this point is up to you.**

Many organisations will now direct volunteers to complete an application form or to come for an interview; the great thing about the new system for volunteers is firstly, that it is flexible enough to fit into your unique recruitment process; and secondly it is easy and quick for volunteers.

Place or Not Place?

If you have accepted the applicant, and the applicant is invited to start volunteering in that role, you should click “**Placed**”.

If the role has closed, or the applicant is not suitable - if for whatever reason the applicant is not accepted, you should click “**Not placed**”.

Placed

If you place an applicant, this is what they see:

The screenshot shows a volunteer's profile for the role "News & Feature Writers" at "Do-it Trust". The role is ongoing from 28 Oct 2014 to 31 Dec 2014. The volunteer's address is Elizabeth House, 39 York Road, London SE1 7NQ. A green notification box on the right says "Yay! You have been placed! You should be contacted soon and don't forget to record your hours." The bottom bar includes a red "I'm doing this" button, a "Record your volunteering hours" section with a counter at 0, a "Rate this" section with three stars, and a "Show on my profile" button with a person icon.

At the same time, the application in your Recruiter Dashboard changes to this:

The screenshot shows a Recruiter Dashboard application card for "Do-it Trust" with the role "News & Feature Writers". The card includes contact information: "Do-it Trust info@ivo.org", "Do-it Trust info@do-it.org", and "Do-it Trust info@do-it.org 020 7928 5080". There is a "Notes" field and a "Verify" button. Below the "Verify" button is an "Ignore" button with a crossed-out eye icon.

What this means is that you have the option to verify the applicant's activities; please see below for more information.

If you verify the volunteer, this is what they will see:

The screenshot shows a volunteer's profile for the role "Testing 'Apply To' 1" at "Do-it Trust". The role is ongoing. A circular badge on the right says "VERIFIED DO-IT VOLUNTEERING" and "Verified ✓". A green notification box on the right says "Congratulations, your volunteering has been verified". The bottom bar includes a "Tell your friends about it" section with Facebook and Twitter icons, a "Record your volunteering hours" section with a counter at 5, a "Rate this" section with three stars, and a "Visible on my profile" button with a person icon.

And this is what you will see:

 Do-it Trust info@ivo.org	09/02/2015	Testing 'Apply To' 1 <i>for Testing Apply To</i> 020 7928 5080 info@do-it.org	Do-it Trust 020 7928 5080 info@do-it.org	Notes Tags	Verified
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If you ignore the volunteer, this is what they will see:

News & Feature Writers

This opportunity is complete

Do-it Trust

Ongoing

Tell your friends about it




Record your volunteering hours

3

Rate this





Show on my profile

And this is what you will see:

 Do-it Trust info@ivo.org	09/12/2014	News & Feature Writers <i>for Do-it Trust</i> 020 7928 5080 info@do-it.org	Do-it Trust 020 7928 5080 info@do-it.org	Notes Tags	Placed but not verified
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Not Placed

If you click 'Not Placed' this is what the volunteer will see, along with an email explaining that their application was unsuccessful:

Adding Images

Unfortunately this opportunity is now closed. Thank you for applying

Do-it Trust

Remove this

And this is what you will see:

 Do-it Trust info@ivo.org	09/02/2015	Adding Images for Do-it Trust 020 7928 5080 info@do-it.org info@ivo.org	Do-it Trust 020 7928 5080 info@do-it.org	Notes Tags	Not placed
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What is verification?

The point of verification is for a volunteer to start building up a CV of their volunteering experience, and a verified role will be worth a lot more to a volunteer than an unverified role. This is inspired by the 'recommendations' on LinkedIn, where an individual can ask their employer to recommend them for certain skills and tasks completed. Verification of an individual's volunteering works in the same way, and we think it will prove really popular among volunteers.