

# Volunteer Recruitment Campaign - Application Process Quick Reference Guide (QRG) for Volunteer Coordinators

## 1. When a New Interest Form Is Submitted

- The candidate completes the online interest [form](#).
- The system automatically forwards the submission to **you**, the Volunteer Coordinator, for screening.
- You'll receive an automated email notification (snapshot below).



### Details

Full Name	Susie Tegman
City	Shelton
County	Test County
Your Email	<a href="mailto:susie.tegman@oic.wa.gov">susie.tegman@oic.wa.gov</a>
Phone Number	+1 (510) 305-0346
How did you hear about volunteering with SHIBA?	Direct mailer
Please Explain	

## 2. Screen the Candidate

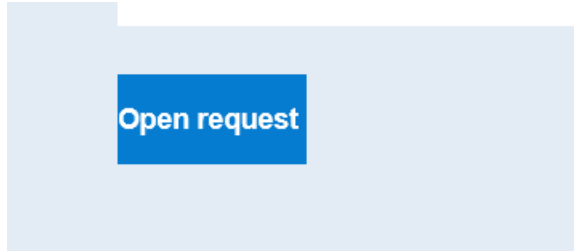
Review the information provided and determine whether the candidate meets basic SHIBA expectations:

- Availability
- Able to commit to trainings
- Communication readiness
- General fit for the program

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## 3. Open the Request

In the automated email, select the blue **“Open Request”** button.



## 4. If the Candidate *Is* Qualified

- Select “Proceed with Full Application”
- The system will automatically send the candidate a link to the full SHIBA Volunteer Application, along with instructions to email their completed materials to [OICSHIBAVolunteerApp@oic.wa.gov](mailto:OICSHIBAVolunteerApp@oic.wa.gov).



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### 5. After the Candidate Submits their Full Application

- The completed application is sent directly to the dedicated mailbox: [OICSHIBAVolunteerApp@oic.wa.gov](mailto:OICSHIBAVolunteerApp@oic.wa.gov) This inbox is monitored primarily by **Susie Tegman, SHIBA Coordinator**.
- Susie initiates the onboarding process from there.

### 6. What Happens Next

Once the full application is received:

- Background check will be initiated
- Susie coordinates onboarding steps and communicates with you as needed.
- You continue supporting the candidate locally (introductions, orientation scheduling, etc.).