Hiring Process for a Volunteer:

1. Department completes the Volunteer Form. All information is required in order for form to be considered complete.
2. Request for background check (BGC) is completed, along with the Volunteer Form and sent to HR. HR recommends that this process begin at least two weeks prior to the anticipated start date. This allows time for the BGC to be completed. Background Check Form
3. HR then submits the request for a BGC to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure the BGC process is initiated. Background check information sheet from RedTail
4. The potential employee must complete the BGC online in a timely manner in order for the employee to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
5. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance. The volunteer cannot begin work until the BGC has been cleared and the department notified.

Reminders for an affiliate:

- Volunteers can be hired on 2 year appointments or less if needed.
- After two years, another volunteer form and background check will need to be submitted if the work is continuing.
- Volunteers cannot volunteer in the same capacity in which they get paid.