**Resource sheet 4iii:**

**Sample post induction questionnaire for volunteers**

Once the volunteer has completed all aspects of his/her induction, this questionnaire can be used to help the volunteer evaluate his/ her experience so far and identify any issues or knowledge gaps. This can then form the basis of the first review between the volunteer and her/ his line manager.

Please see next page..

# Induction: how am I doing?

Please complete this questionnaire to help us understand whether your induction experience has met the needs and responsibilities of your role.

Name of volunteer: …………………………………………………………

Role: …………………………………………………………

Start date: …………………………………………………………

Induction review date: …………………………………………………………

Name of line manager: …………………………………………………………

First supervision date: …………………………………………………………

|  |
| --- |
| Induction process |
| Did the induction process prepare you fully for your role? Yes No  If no, what else would you like to have been included? |
| Are the key tasks in your role agreed between you Yes No  and your line manager?  If no, what still needs to be agreed? |
| Volunteering role and activities |
| So far, what have you enjoyed the most?  What obstacles (if any) have hindered you?  Are there any changes that could be made by:  You:  Your line manager:  Anyone else: |

|  |  |  |
| --- | --- | --- |
| **Agreed actions** | By whom | Date to be completed by |
|  |  |  |

Date completed: …………………………………………………………

Signature of line manager: …………………………………………………………

Signature of volunteer: …………………………………………………………

Warwickshire & Solihull Community and Voluntary Action

CAVA supports volunteer-involving organisations and groups across Warwickshire and Solihull in developing and maintaining good practice in their relationships with volunteers. We offer up-to-date information, advice and guidance on a range of topics including:

* Setting up a volunteer programme
* Developing volunteer roles
* Volunteer recruitment
* Volunteer retention
* Legal and insurance information
* Inclusive volunteering
* Addressing challenges with volunteers.

CAVA’s Resource Library

CAVA’s resource library contains a wide range of up-to-date, free resources for Warwickshire and Solihull’s community and voluntary organisations in the following topic areas:

* Groups & organisations
* Volunteering
* Safeguarding.

Visit [www.wcava.org.uk/resource-library](http://www.wcava.org.uk/resource-library) to view.

For more support and guidance

|  |  |
| --- | --- |
| For more support and guidance on any aspect of volunteer management, contact your local CAVA Volunteering Coordinator: | |
|  |  |
| North Warwickshire 🞟 Michelle Black  01827 718080 🞟 07458 017969  michelle.black@wcava.org.uk | Warwick District 🞟 Helen Wilkinson 01926 477512 🞟 07966 380276 helen.wilkinson@wcava.org.uk |
| Nuneaton & Bedworth 🞟 Tina Wragg  024 7638 5765 🞟 07966 380415  tina.wragg@wcava.org.uk | Stratford District 🞟 Fiona Anderson  07850 515197  fiona.anderson@wcava.org.uk |
| Rugby Borough 🞟 Carol Kavanagh 01788 539578 🞟 07966 380314  ckavanagh@wcava.org.uk | Solihull Borough  0121 312 3717  solihullinfo@wcava.org.uk |

DISCLAIMER

Although every effort has been made to verify the accuracy of materials in CAVA's resource

library, users are advised to check independently on matters of specific interest.