



# SELF ASSESSMENT QUIZ

On the chart below please indicate the approximate amount of time you spend undertaking each component of your volunteer management role each week (*use either hours or percentages*)

This exercise is for YOU to gauge your own progress in regards to each aspect of operating your volunteer program, so please answer honestly as this will form a great basis for future planning within your agency

CATEGORY	DESCRIPTION May include:	Hours or % of time pw	YOUR COMMENTS
Active Recruitment	Advertising for new volunteers, speaking about opportunities that exist, developing pamphlets and flyers, maintaining websites		
Administration & Paperwork	Report writing, police checking, referee checks, completing application forms		
Advocacy	Representing volunteer services at staff meetings, writing evaluation reports, speaking to others about your role, seeking additional resources		
Creating a positive environment	Talking with volunteers, socialising, arranging social activities, communicating, developing newsletters		
Education & Self Development	Attending workshops and seminars, surfing the web, reading volunteer management books and articles		
Interviewing	Interviewing and placement of new volunteers		
Long term planning / Strategic thinking	Taking time out to plan to set and meet long term goals and objectives for your program		
Networking with others	Attending local VPM network meetings, online discussion groups, mixing with other staff in your area or agency		
Orientation & Training	Orientating and training of new and existing volunteer team members		
Recognition	Arranging recognition events, distributing service awards, catching up with volunteers to see how things are going etc		
Retention Activities	Giving general support to volunteers, undertaking evaluation activities		