

# **HOSPITAL RADIO STAFFORD**

## **RECRUITMENT**

### **1. EQUAL OPPORTUNITIES**

Hospital Radio Stafford offers volunteering opportunities for everyone who meets the needs of the service.

It welcomes applications from all sections of the community regardless of gender, race, disability, sexual orientation, or religious beliefs.

Within the limitations of its resources, HRS will endeavour to provide as much support for individuals as it can to enable them, and the service, to function efficiently, safely and proactively in partnership with University Hospitals of North Midlands NHS Trust.

At times this may involve undertaking a risk assessment to enable the safest most practical working environment, or to adapt our working environment to meet the needs of the volunteers. Where we are able to do this, we will.

If unable to do this, HRS will inform the applicant both verbally and in writing, detailing what it has done in attempts to enable this to happen, together with the reasons why.

Hospital Radio Stafford will not tolerate behaviour from its volunteers which is likely to cause offence to others.

Hospital Radio Stafford will not tolerate bullying, intimidation or social exclusion on the grounds of beliefs, race or sexual orientation.

### **2. INTERVIEWING NEW APPLICANTS**

#### **GUIDELINES FOR CONDUCTING NEW VOLUNTEER INTERVIEWS**

Welcome the applicant and give them a brief (10 minute) tour of the building prior to taking them to the interview room.

Explain to the applicant the purpose of the interview; tell the applicant that you will explain more about what happens next at the end of the interview.

What we are trying to find out about the applicant ?

a) Motivation

- How did you hear about HRS?
- Why do you want to join?
- What interests you about hospital radio?
- What encouraged you to apply?
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b) Experience / Skills

- If working, what is your current job? What does this involve?
- If a student, what course are you studying?
- What experience do you have of hospitals?
- Have you any previous hospital radio experience?
- Have you any experience of voluntary work?
- Hobbies/interests?
- What skills, experience do you have to bring to hospital radio?

c) Personal Qualities

- Communication skills
- Appearance
- Personality
- Shy
- Outgoing
- Articulate
- Team Player

d) Availability for training and future Programme Presenting

e) Being prepared to assist with fundraising activities

At the end of the interview, ask if they wish to ask any other questions then explain that a decision will be made on their suitability and communicated to them shortly.