Human Resources management

Organisational Development Instruments

RECRUITMENT PRACTICES

Please consider the below statements and fill in the template as to create a small procedure/ practice for recruitment of members/ staff/ volunteers inside your organisation:

Steps to consider in recruitment	Observations
Is there a specific need for a position inside the organisation? What is the need?	
Do you need staff/ a paid person or volunteer? Do you need a new member?	
Do you have the appropriate person already in the organisation? Can you find it outside the organisation?	
Job/ position description – what will be the tasks and responsibilities of the position?	
What resources are there inside the organisation for the position?	
What is the timeframe for the selection stages?	
Will you search and review resumes from your database or make an open call?	
Do you need to have an interview (live or online)? What questions will you ask?	
Final observation after the decision has been made:	

INDUCTION

List the things new people need to know about the organisation.

IDEAS FOR INDUCTION

Please have the idea list below and complete it with your own ideas for activities to welcome new members/ staff/ volunteers in the organisation

Before the new member/ staff/ volunteer starts - send out to them useful information about the organisation - provide a package that includes: vision and mission, strategic plan/ objectives, organisational structure and contacts, main activities, last annual report, etc.

First day - show them around, introducing them to everybody; deal only with important documents and tasks and do not make day 1 overwhelming.

First week - explain who's who, how the organisation works, its rules and culture, how any facilities work, start thinking of the personal/ professional development plan.

ASSISTANCE AND DEVELOPMENT PRACTICES

Please use and modify according to your needs the following personal/ professional development plan:

What competence do I need to acquire/ develop?	
What activities do I need to undertake in order to acquire/ develop the competence?	
How will I know I acquired/ developed the competence?	
What is the time I need for it to happen?	
What resources do I need for it to happen?	

RECOGNITION OF WORK

Please think and write ideas to reward and recognize the work of members/ staff/ volunteers involved in the organisation

- *Diplomas*

- *Certificates*

- *Letters of support*

- *Inclusion of members/ staff/ volunteers in the annual report*

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GENDER CHECKLIST

Please read the items from the list below and answer YES or NO based on what applies to your organisation. If some of the items are answered with NO, you can consider improving them in the future:

	YES	NO
Is there a good balance in the decision-making/ management process within the organisation among male/ female/ non-binary members? (50% - 50% or at least 40% – 60%)		
Is gender equality encountered as a transversal principle in the mission, strategy, and intern policies of the organisation?		
Is there gender expertise within the organisation or does the organisation use the expertise from relevant organisations it collaborates with?		
Do you perform a gender impact monitoring and assessment at the organisational level? Or inside different projects implemented?		
Do you adapt the environment, working conditions and the organisational culture to the different needs from the team?		
In your activity are you aware of the differences and the specific needs of the male/ female/ non-binary beneficiaries?		
When you draft a project proposal, do you take into account the gender impact over beneficiaries and communities?		
Do you conform to the principle "Nothing for women without women"?		

Adapted from the gender equality instrument developed in the NGO Fund in Romania under the EEA Financial Mechanism 2009-2014 (http://fondong.fdsc.ro)