



Volunteer Central Application Screening Checklist

The following items are required to complete the Volunteer Screening Process in Volunteer Central. These tasks can be completed by anyone with Volunteer Coordinator or Volunteer Coordinator Support access to Volunteer Central. When making the final determination to accept or decline an applicant, the primary Volunteer Coordinator should consider all information collected and review notes provided by any staff who have assisted with the process.

Application Review

- Review Application. Change status to Reviewed. If relevant, add notes related to the application.

Interview (Gold)

- Change status to Scheduled and select a date and time. Following the interview, upload the interview notes in the screening tab in the interview section and change status from Scheduled to Completed.

Background Checks (Backgroundchecks.com, ICHAT, MIPSOR)

- Review the National Background Check and change status to Green, Yellow or Red. If yellow or red, discuss the application with your supervisor and/or a VEST member.
- ICHAT (state criminal history check) will be marked Green if clear. If there are hits, open and review the attachment with the ICHAT report and change status to Green, Yellow or Red. Discuss with supervisor and/or VEST member as needed.
- MIPSOR (sexual offender check) is run at the same time as the national background check (application date). In the Screening tab, note the date of the last MIPSOR check as the date the national check was completed. If the National Background Check is clear, mark MIPSOR status as Green. If a hit is found related to a sexual offense, note this under this section.
- When all background checks have been reviewed, in the Final Background Check Status section, change status to Completed. If there are hits, do not change status to Completed until you have discussed any concerns with your supervisor and/or a VEST team member. A VEST team member will assist you if the applicant will not be moving forward in the process.

References Review (Gold)

- Review completed references. Once reviewed, note your name and date reviewed. When three references have been reviewed, change status to Reviewed and add notes as relevant.

Training (Learning Modules)

- The system will automatically note when volunteer applicant has completed the learning modules.
- If a group is completing the modules together at a meeting or training, the volunteer coordinator can mark the modules as complete manually.

Final Screening Disposition

- Once all aspects have been completed, make the Final Screening Disposition as Accepted, Accepted - May Need Accommodations, Accepted with Restriction or Not Accepted. If volunteer applicant is Not Accepted, a VEST team member will assist you with language for communicating a restriction or non-acceptance as an MSU Extension volunteer. Add Notes as relevant.