



MUTUAL AGREEMENT - MID-TERM DISCUSSION

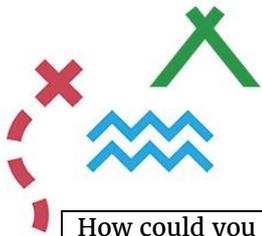
Name of the volunteer:

Date:

Position:

Name and position of the recruiter:

Volunteer position description	
Start and end dates of the volunteer position	Date of final discussion
What kind of training/tools do you need to succeed in the position?	
How well has the support you received in your volunteer position worked thus far? How about mentoring, if you received any?	
What do you need to stay motivated? Is there something that reduces your motivation?	
Have you learned what you expected in the initial discussion? What do you want to learn in the position from now on?	



How could you utilise what you have learned in your studies or the work-life?

How have your leadership skills developed (interaction, envisioning, self-management and implementation skills)?

How accurate was the mutual agreement's estimation for use of time? Is the scope of the position suitable?

What could be your next step: Continuing in this volunteer position or finding a new one?

How can we ensure that the skills and knowledge gathered in the position are available also after this position?

Do you have any feedback to the recruiter. What could the recruiter do to make you succeed better in this position?

Other important matters concerning the position



Instructions for the mid-term discussion

Every volunteer has the right to get support in the volunteer position. The purpose of the mid-term discussion is to talk about operating and continuing in the position. The discussion also deals with goals for the rest of the agreement period and the development of the volunteer's skills.

If you filled out an agreement form in the initial discussion, please bring it to this discussion to check what you talked about.

The recruiter and the volunteer should have the same understanding after the discussion. Documentation is voluntary. Feel free to modify this form according to your needs!

Questions to support the mid-term discussion

Support and induction

- › Have you participated in training as you planned in the initial discussion?
- › Is there training that would support your success in the position? If yes, when could you participate in the training?
- › How has support for your position worked so far? Should the recruiter provide more or other kind of support in the future? Was your induction sufficient or should something be focused more?
- › Do you think that mentoring has been supportive (if used)? Do you need or want a mentor in the future?

The volunteer's development in the position

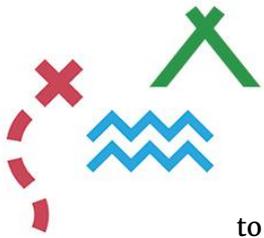
- › What motivates you in the position? What kind of things encourage you to perform well in the position?
- › What do you gain from your volunteer position?
- › What do you still want to learn?
- › How have your leadership skills developed? Have you been able to utilise them in your work or studies? How?
- › What goals do you have or what do you want to achieve in the position?

Possibilities to participate

- › Does the position match what was discussed in the initial discussion?
- › Have you coped well in the position? If something has been challenging, what could we do differently?
- › If the time demand estimated by the recruiter and the time available for the volunteer differ significantly, it is good to discuss about the content of the position again so that the volunteer position would be meaningful for both parties and suitable for the volunteer's life situation.

Continuity management

- › How do you ensure that the skills and knowledge gathered in the position are available also later? Is it possible for the volunteer or someone else to transfer the skills and knowledge? How they are documented?
- › What kind of thoughts do you have about the following step? Do you want to remain in the same position or apply for a new one? If new challenges interest you, it is good



to think about them already in this phase. The recruiter may also need to know if the mutual agreement will end in order to find a new volunteer.