



Model recruitment plan

BASED ON



The Trade Union and
Professional Association
for Family Court and
Probation Staff



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1. Map the workplace

Mapping the workplace will help your Branch establish:

- a) number of staff in area eligible to join***
- b) total number of members***
- c) number of workplaces***
- d) distribution of current members by workplace***
- e) distribution of current members by category***
- f) number of Union/ other Association"***

2

- Identify **friendly faces** in as many workplaces as possible; this includes both activists and members.

3

- **Target one workplace or set** of related workplaces at a time, eg, one office, or a group of hostels.

4

- Establish from existing members **what their issues are**, devise a short questionnaire to survey all staff (not just members).. Ask them about.
- Issues around Health and Safety, or workloads or contracts

5

- Arrange and publicise in advance a **workplace meeting open to all** on one or two member led specific issues.
- Present the results of the survey and ask for further ideas. **Remember that all can join.** Have membership forms and publicity materials handy.

6

- When arranging meetings, make sure to **take account of shift patterns and unpaid work**
- It may be necessary to have a **few smaller meetings** at each workplace.

7

- Make sure to present the union **activists as people who can co-ordinate action**, not solve problems for other people.
- We want them to see **the Union** as a club they want to join, not a service they want to buy.

8

- Aim to get at **least one volunteer in each workplace** who takes responsibility for maintaining and updating the Union connection.
- **Ideal is to elect TU Reps.**

9

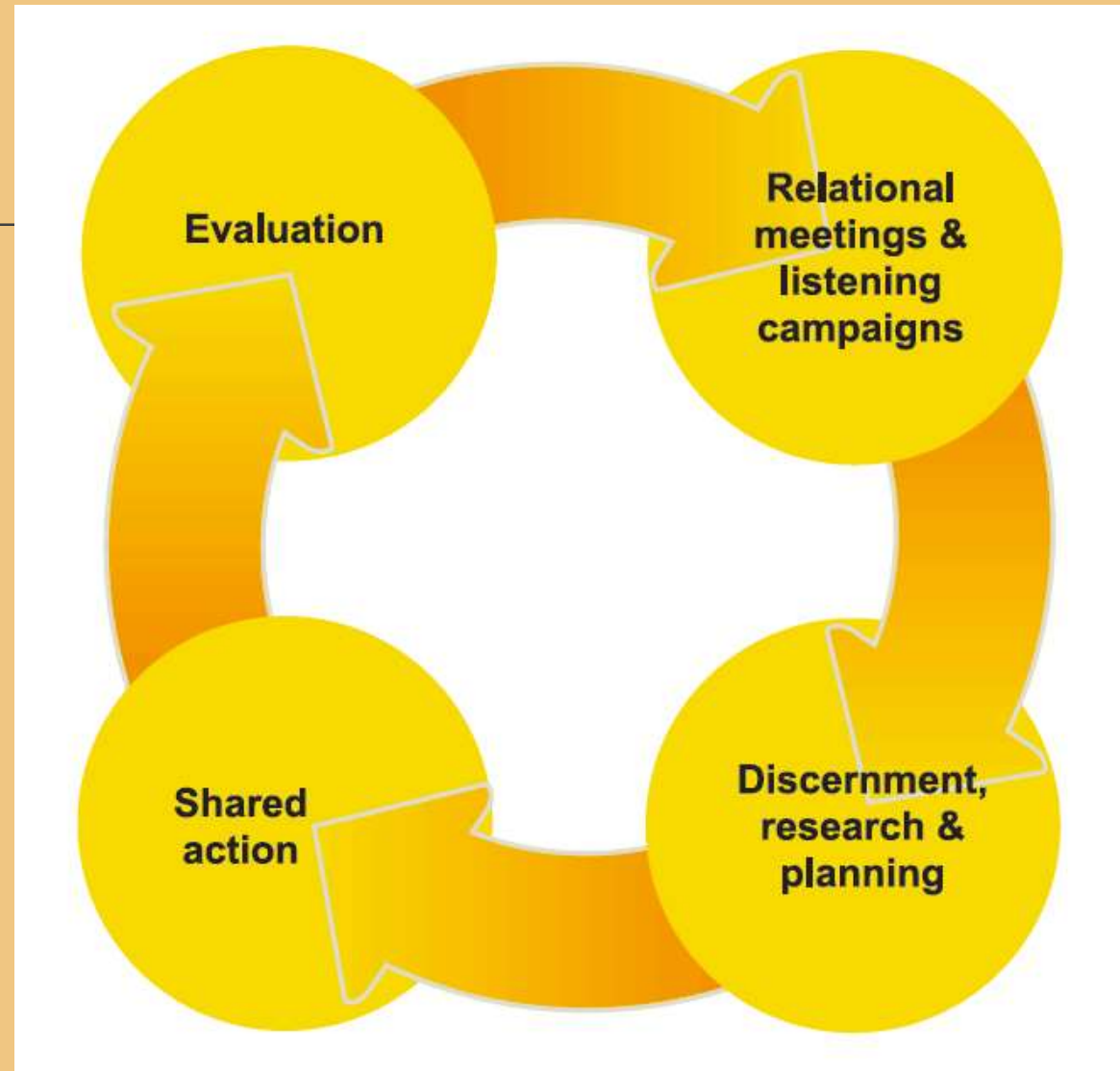
- Where people do not attend the meeting, for whatever reason, **leave behind publicity materials in pigeon holes as well as on noticeboards.**
- Contact them via **web**

10

- **Repeat**
- **as required!**

Remember the ORGANISING CYCLE

and where are we
on this activity





**Remember:
nothing can
replace
personal
contact with
workers!**