**Job Assignment Template**

1. Enter the **ID#, First Name, Last Name** and **Job Name** as you normally would. Job Name must match the name in RE exactly.
2. The **Job Category** column contains a drop down list to select the correct category. As soon as you select your category the **Volunteer Type** column will populate with the corresponding volunteer type. **NOTE:** The Job Category HAS to match the category of the job in RE. Be sure to check that prior to entering the info.

 

1. Enter the **Start Date**. The date format must be xx/xx/xxxx.
2. Enter an **Interest/Attribute** from the drop down list. This will only show the interests/attributes that correspond to the Job Category that you selected. If you’re not sure leave this field blank.



1. Enter the **End Date** (format xx/xx/xxxx) and **Hours**.
2. Select *Yes*, *No* or *Already Acknowledged* in the next column.
3. Enter your initials in the **Submitted by** column.
4. The **Job Assignment Notes** column is for any special notes about this volunteer that we may need to know.
5. The **Miscellaneous Notes** column is for notes specifically for Jerri Clayton pertaining to employment info etc.
6. Enter a **LinkedIn URL** if available.
7. When complete, perform a **Save As** and give your spreadsheet a new name. This will preserve the template file. If you do accidentally save over the template please contact me (l.folger@snhu.edu) and I can email you a new one.