

Help Wanted:

Hiring great staff at your
Domestic Violence Program,
Course A

December 2016

WASHINGTON STATE COALITION

WSCADV

AGAINST DOMESTIC VIOLENCE

This online learning module is supported by funding from the Washington State Department of Social and Health Services, Children's Administration. The points of view presented in this module are those of WSCADV and do not necessarily represent the official position or policies of the Washington State Department of Social and Health Services.

The collage features several overlapping job advertisements for a Print/Mail Co. in NE. The central focus is a large, bold sign that reads "HELP WANTED" and "IMMEDIATE". The surrounding text, which is partially obscured and repeated, includes the following details:

- Print/Mail Co. in NE has 2 positions. position
- General Accounting, data-entry. Macintosh
- or W95 exp. preferred. Full benefits. If home
- Fax resume w/ salary req. to: 770-555-1234

Other visible text includes "RECEI", "DENTA", "Fax", "Print/Ma", "General", "or W95", "Fax res", "Print", "Gene", "or W", "Fax", and "ATE -".

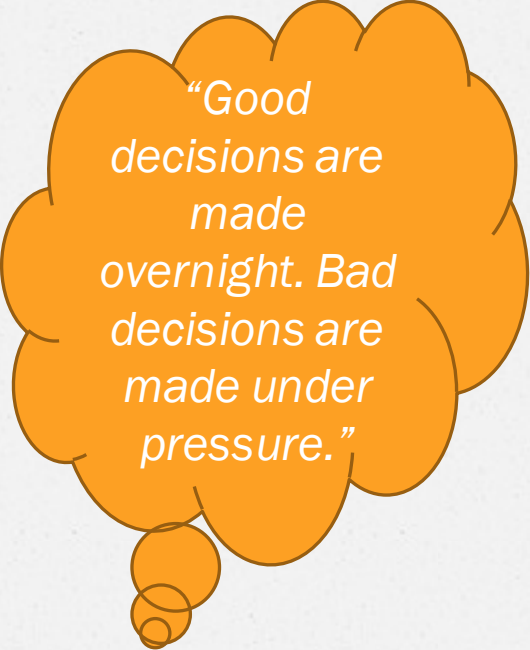


Lesson 3: Hiring Timelines

Hiring Timeline

Repeat after me: GOOD HIRING TAKES TIME.

Often we feel rushed to fill a position, with good intentions to prevent a gap in service for survivors and meet funder expectations. Steering away from a crisis mentality will help you make smarter decisions and better hires. In this lesson, we will discuss how to assemble a timeline.



“Good decisions are made overnight. Bad decisions are made under pressure.”

Developing your timeline

- How much time do you need? A thoughtful process needs at least 2 months from start to finish (longer if the position is new or changed).
- Don't be afraid to hold out for the right candidate, to avoid having to re-hire later.
- Recruiting racially/culturally diverse candidates takes time.
- Map out a weekly task timeline.

Hiring Steps Over Time

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Think over what you're looking for Create/ Update job description Assemble internal teams	Advertise Recruit, recruit, recruit!	Read applications Prioritize applicants Meet with team to choose top candidates to interview	Create interview questions Schedule interviews (including time for discussion) Interviews (2 nd round if needed)	Call back if you need to ask more clarifying questions Check references	Offer job Thank other applicants	Begin orientation and training

Sample Hiring Timeline

<i>When</i>	<i>What</i>	<i>Who</i>
Week 1	Brainstorm needs, changes, update job description. Create hiring timeline. Brainstorm great potential candidates. Figure out where else to do outreach/recruit.	Hiring manager (input from advocate team)
Week 2	Finalize job description & posting, get approval	Hiring manager
Weeks 3-5	Post job (email to staff, board, volunteers, partner agencies; agency website, Facebook, Twitter; coalitions; where else?)	Hiring manager, admin staff
Weeks 3-5	Recruit – networking, personal outreach, partner meetings, etc.	ALL STAFF
Week 4	Assemble teams for application reviews and interviews, get dates on their calendars	Hiring manager
Week 5	Develop interview questions	Hiring manager (input from advocate team)
Week 6	Application deadline <i>(continued on next page)</i>	

Timeline - continued

<i>When</i>	<i>What</i>	<i>Who</i>
Week 7	Review resumes/cover letters. Meet briefly to select people for interview.	Application reviewers (up to 3 including Hiring manager)
Week 7	Schedule interviews	Admin staff
Week 7	Prep interview packets for team	Admin staff
Week 7	Contact declined applicants not selected for interview	Hiring manager
Week 8	Interviews (include 30 minute gaps for debriefing and bio breaks). Select top 3 candidates.	Interview team
Week 8	Reference check calls Final decision	Hiring manager &/or director
Weeks 8-9	Offer job, negotiate, finalize start details, send hire letter for their signature. They're hired! Thank other top candidates. With new hire's OK on timing, make announcement to co-workers, then to the world. Schedule orientation and training.	Hiring manager &/or director

Assemble your Hiring Teams

- You need 2 or 3 teams (these do not need to be totally different people) for reviewing resumes, conducting 1st interviews, and conducting 2nd interviews (if you choose).
- Your teams should represent:
 - Staff who will work directly with the new employee
 - Other staff in the agency to represent programmatic and admin perspectives
 - A racially diverse group
 - A range of personality types including “creatives”

Pro tip -

This is a great opportunity to include staff at many levels of your organization in the hiring process. It's a significant role for staff and crucial to balancing out our blind spots.

Take-Aways on Hiring Timelines

- Planning your timeline will help you communicate with coworkers, avoiding chaos that could turn off candidates.
- Plan for pro-active recruitment and outreach, not just posting the job.
- ALWAYS CHECK REFERENCES.
- Give opportunities for line staff to participate in a planful way.



End of slides

Please return to the course
and check out the links.