**SENIOR STAFF TITLE Recruitment Steps**

| **Steps** | **Responsibility** | **Timeline** | **Notes** |
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| 1. Initial application review
 |  |  |  |
| 1. 30 minute phone screen
 |  |  |  |
| 1. Interview
	1. (1st Round)
 |  |  | Focus is on determining applicants’ interests, skills and experience indicating their potential to be successful in meeting the job requirements. Q: Will there be an interview scoring template?C:What is the list of criteria/ strengths that you want vs need to see in this candidate? |
| 1. Decide if they should move forward
 |  |  | Does the applicant meet the criteria to move forward to the next interview stage?  |
| 1. Complete timed assignment
 |  |  | Applicants are given instructions for completing an assignment in real time, This will test their professional expertise in accounting and financial planning and analysis areas.Q: Who scores & administers the test |
| 1. Work Sample Review and Decide if they should move forward
 |  |  | Review and compare results across applicants based on predetermined evaluation criteria.  |
| 1. Second round group interview
 |  |  | Meet with the position’s supervisees and other colleagues. Present questions to test their skills, abilities and knowledge alongwith their communication skills, work style and cultural fit. Q: Who will participate in this interview?Q: Who provides the scoring form, and collects all the inputs?Q: Will they be scheduling this interview? |
| 1. Decide on the finalist
 |  |  | Q: Who is the final decision maker, and how the inputs from the prior conversation will be considered?Q: Do you want the Treasurer/board member to meet the final candidate?Q: Do you want another group meeting over lunch to test the fit? |
| 1. Conduct three pre-offer references checks on the phone/video conference
 |  |  | Q: Who will complete these conversations? |
| 1. Make an offer
 |  |  | Q: Who will complete the salary negotiation?Q: Who will prep the hiring documents? |
| 1. Start date and orientation
 |  |  | Q: What will orientation look like? |