**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 along  with 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? |