

Hiring Plan (Sample)

Project Coordinator- February 2019

The Opportunity:

We are looking for a new team member who will contribute strong administrative skills to both our programmatic work and our internal projects. This new project coordinator will primarily work to support programs. In addition, we're looking for someone who is enthusiastic about communications and technology. This is an opportunity to help support our internal systems at a critical point as we make some big hardware and software transitions. This project coordinator will also have the chance to grow our social media presence and engage CompassPoint's online audience

Responsibilities:

- Proactively creates a welcoming environment for visitors and program participants
- Responds to information requests that come in by phone or email
- Manages program participant communications for cohort leadership programs
- Tracks and manages participant records
- Prepares materials for CompassPoint leadership development programs (formats and copy edits printed materials, makes copies, compiles binders, manages email correspondence with participants)
- Creates and edits documents and materials in Microsoft (Word, Excel, PowerPoint) and Google (Documents, Sheets, and Forms)
- Creates, edits, and manages program applications and evaluations using online survey tools
- Maintains and organizes supplies
- Provides support for program events, including planning leading up to the event as well as day-of coordination and operations
- Provides administrative support for web-based learning sessions
- Supports scheduling for meetings and virtual peer learning groups across multiple teams and organizations
- Provides technical support for audio/visual/technology needs during program events as needed
- Provides administrative support to office-wide technology projects (including tracking warranty expiration dates in spreadsheet, communicating to staff about any technology changes, and scheduling sessions with IT and staff)
- Works with Communications Director to develop and implement a social media strategy across three active channels (Facebook, LinkedIn, and Twitter)

The Hiring Team:

Similar to the last year's hiring processes, there will be two teams: 1) core team and 2) selection committee. The core team's role is to manage the logistics of the process- which includes, outreach planning, time-lining, team development, and crafting job announcements. The members of this team are [insert names of team members of hiring core team]. The core team will continue to build our hiring systems that will support future processes.

The selection committee's role will be to participate in the screening process (Resume, phone screen, 1st interviews, and 2nd interviews). This team will also partner with the prospective hire's practice partner to select a final candidate.

To ensure we have the right voices in the selection process, the selection committee will be practice partner, current project coordinator, HR coordinator, project team member, and hiring lead.

Announcing the Position:

The position opening will be announced in two waves. We plan to announce the position to our target list, which includes social justice orgs and individuals. We'll also share the announcement via traditional communication channels. See below for timeline information.

Communications Director and HR Coordinator will spread the word via the following channels:

- Individuals and organizations on our outreach list
- General interest list of individuals who have asked to stay in touch with us regarding job openings
- Social media (Twitter, Facebook and Linked In)
- Past Initiative participants
- E-newsletter

The individuals below will be encouraged to forward the announcement to their networks. We will provide easy messages that can be 'cut a pasted' for Twitter, Facebook and LinkedIn:

- Team Members
- The HR and Finance Professionals Networks

As we roll out this job announcement, we will monitor how frequently the job openings page of our website is being visited. If we become concerned that we are not creating enough interest in the position, we will re-evaluate our approach and possibly post the position through some more traditional channels and/or extend the application window.

Screening the Candidates:

HR Coordinator will be inputting all applicants in a tracking sheet. The tracking sheet will include a list of desired and must have competencies that the screening team will use to review resumes and cover letters. The screening team (2-3 members of the selection committee) will review all cover letters and resumes and key information about each candidate in the tracking sheet. Candidates will be rated red / yellow / green based on how well they match the competencies listed in the job description. The screening team will also give some of the resumes a second look to challenge each other on any unintentional biases.

The screening team will have phone conversations with all candidates that have been classified as green. Candidates that are classified as yellow will be revisited if we have any concerns about the strength of the green pool.

The full selection team will convene after each round of the screening process to review the candidates and determine which individuals will move forward to the next round and ultimately are extended an offer.

Selection Process:

We value the voices of all members on the selection team. We believe that no vote is more valuable than another. Decisions made for this hire will go through a modified consensus decision making process. When evaluating the candidates, the selection team will choose from the following options:

1. 'Yes'- The candidate definitely meets the position requirements
2. 'Yes with questions'- The candidate meets the position requirements, and I have questions about...
3. 'Stand-Aside'- I have some concerns about the candidate, but not strong enough to block
4. 'Block'- Serious concerns about the candidate's values might not align with our values and if hired can possibly cause harm or set the organization backwards

Hiring Lead will compile the data received from the votes and work with the selection committee to choose a final candidate.

Time Line:

February 7th Job announcement goes live on our website. Job announcement sent to target list

February 11th – Job announcement shared across all communications channels

February 25th - End of application process

February 25th – March 8th - Resume screening

March 11th- March 20th- Phone screening

March 25th – April 5th- First round interviews

April 8th – April 12th - Second Round Interviews

Week of April 15th- Make job offer

April 29th – May 13th – New PC starts in position