

Our Hiring Process

Come Work with Us

October 2023

Each part of our hiring process has been designed to value diverse perspectives and lived experience, and reduce the opportunity for bias. Based on these values, we have developed this process document and an accompanying candidate evaluation rubric used by our hiring panels.

We prioritize candidates who represent the diversity of their communities and who have lived experience with child- and youth-serving work. We partner with organizations and networks that can help expand our reach with these candidates. If your organization or network would like to be a recruitment partner, please contact Raegan@childrensfundingproject.org.

For additional information about the importance and value of lived experience, read [The Value of Lived Experience in Social Change](#) and [Lived Experience Leadership](#), both by Baljeet Sandhu, founder of the Knowledge Equity Initiative. Baljeet Sandhu is a global thought leader on the value and power of lived experience in social impact work and has designed and developed successful models of practice in the legal, social, and investment sectors.

We believe that transparency is a major driver of equity and offer this document publicly for our staff, our partners, and job candidates to hold us accountable.

Our Process

Hiring Panel

Each hiring process includes the participation of a hiring panel of current staff. The role of the panel is to establish the search time frame, ensure process fidelity, identify and address potential bias, review job descriptions and resumes, and participate in candidate interviews.



Job Description

All job descriptions are reviewed by the hiring panel for alignment with our values.

In developing our job descriptions, we value providing

- clear examples of who we are seeking and how their lived experience translates to the role,
- clear delineation of must have skills/experiences and those a candidate can learn on the job,
- and compensation transparency.

Job Posting

In each of our job postings, potential candidates will find information about

- our commitment to justice, equity, diversity, and belonging;
- the timeline of our hiring process;
- the communication that candidates can expect from us throughout the process; and
- directions for applying.

Resume Reviews

The hiring panel reviews resumes anonymously. That means, reviewers do not have access to identifying information for candidates at this stage and are instructed to evaluate potential candidates based on skills and experience. The hiring panel evaluates and recommends candidates to advance to an initial screening.

Human Resources Screening Call

Human Resources conducts a short, initial screening consisting of general and logistical questions such as how the candidate discovered the position.

Initial Screening with Hiring Manager

The hiring manager conducts a screening interview with candidates. Screening questions and the order of questioning are standardized for each role. Candidates receive questions in both written and verbal format during the interview.

After the screening interview, the hiring manager recommends candidates to advance to the panel interview.

Panel Interviews

The hiring panel interviews candidates ensuring that interview questions and the order of questioning are standardized for each role. Candidates receive questions in both written and verbal format during the interview. Afterward, the hiring panel recommends finalist candidates.

Performance Task (if applicable to role)

Our performance tasks provide an opportunity for candidates to showcase their skills in an exercise directly related to the role.

We believe everyone's time is valuable. Performance tasks will require no longer than one hour of time and candidates will be compensated for completion with a \$50 gift card.

Reference Check

We check references of finalist candidates and then the hiring manager chooses the top candidate.



Photo by Allison Shelley/The Verbatim Agency for EDUimages

Senior Leadership Conversation

The top candidate interviews with a member of our senior leadership.

Hiring Decision

The hiring manager extends an offer to the chosen candidate.

Children's Funding Project is a nonprofit social impact organization that helps communities and states expand equitable opportunities for children and youth through strategic public financing. childrensfundingproject.org

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