



## Interview Process FAQs

Literacy Works is dedicated to fostering a workplace culture of respect and inclusion, starting before you even interview. We hope the information below will demystify our hiring process and set you up for success.

### What is the hiring process?

After submitting your application, we will reach out within 2-4 weeks to let you know whether or not you've been selected for the first round of interviews. All applicants can expect to hear a response within this timeframe.

For candidates who are selected to move forward, we anticipate the hiring process will follow the below stages. Timing will be discussed with each candidate as we move through the process. However, we also recognize that schedules are often unpredictable, and we may need to adjust as we move along.

#### *First Round Interview*

After reviewing applications, selected candidates will be asked to join a one hour virtual interview (using Google Meet or Zoom) with a Hiring Team of 2-3 potential Literacy Works colleagues, including the Executive Director and the Clear Language Lab Program Director. This will be a structured interview, and all candidates will be asked the same questions.

#### *Second Round Interview*

Candidates that are selected to move on to the second round will again meet virtually with potential colleagues including the current Clear Language Lab Program Manager, with whom this person will work closely, and the Community Literacy Program Director. This interview will be slightly less structured to allow ample time for other Literacy Works staff members to get to know candidates and their personalities, but will take no more than one hour.

#### *Clear Language Writing Exercise*

The clear language exercise will provide our top several final candidates an opportunity to showcase their ability to use plain language and clear communication. We anticipate the exercise should take 30-45 minutes, and ask that if it takes longer, you stop and let us know. Each candidate will be given 3-5 days to complete the exercise and will be compensated for their time with a check for \$50 mailed to their home address within 2-4 weeks after completion.

## ***Final Selection and Reference Check***

Once a final candidate has been identified, we will reach out with an offer and ask for 2-3 work references who will be contacted by the Executive Director. After speaking to references, we will find a mutually agreeable start date.

## **What is the ideal start date?**

Our ideal start date for this position is on or before July 1, depending on how long the interview process takes and how much notice a candidate may need to offer at a current job.

## **How should I prepare for the interviews?**

Take time to review the job description, and each of the key responsibilities. Come to the interviews prepared with examples of how you accomplished this type of work in the past, and why you believe you could excel at Literacy Works.

Beyond your qualifications and experience, we're looking for promising additions to our culture and fresh perspectives. Being authentically yourself will have a lot to do with how successful your interviews are. We will do our best to help you relax and ease you in with regular conversation because we want to get to know you and your personality.

And remember that you are interviewing us, too. Think about what questions you want answered in order to decide if this is the right environment and job for you, your interests, and your career goals.

## **Do I need to use video for the interview or can I just dial in by phone?**

We ask that you use video for your virtual interviews. Let us know in advance if you do not have access to a webcam.

## **What should I wear?**

Outside of in-person trainings, workshops, or conferences, Literacy Works is a fully remote organization with a casual environment. As such, we do not expect any candidates to dress in suits or formal attire while interviewing. Please wear what you feel most comfortable in to be your best self during the interview.

## **Do you offer accommodations for interviewees?**

Literacy Works is committed to a diverse workforce and a barrier-free employment process. In order to ensure reasonable accommodations, individuals with disabilities or those that require accommodation in the job application process may contact us at 773-334-8255 for assistance.