

Hiring Toolkit: Navigating the Hiring Process

Developing and implementing a thoughtful hiring strategy, and having the right tools at your disposal to make the process run smoothly, will help you create the right match between your organization's needs and the people potentially interested in the position. Based on Bridgespan's executive search team's collective years of experience in the recruiting field, we have compiled this eight step Hiring Toolkit to help you navigate this process.

1. Building a Recruiting Team

The first step in the recruiting process is to identify a team of individuals in your organization to be part of the hiring process.

2. Writing the Job Description

Writing great job descriptions is critical to finding great candidates. This piece offers both tips on doing so and several nonprofit job description samples, an organization overview sample, and an email announcement sample to assist you in developing and disseminating a great job description.

3. Processing Applications and Screening Resumes

Creating a system for reviewing applications and resumes will help you improve your chances of including the most relevant candidates in your interview pool, including uncovering some hidden gems. This piece discusses key steps and shares an assessment tool Bridgespan executive search consultants use when evaluating candidate resumes.

4. Conducting Successful Interviews

The interview is the first opportunity for an organization and a candidate to get to know one another, so it is important to prepare well. This piece provides both tips on conducting successful interviews and a set of sample interview questions you can use in your next search.

5. Reference Check: More than a Formality

Conducting reference checks will help you ensure that the candidate you ultimately choose will be well-positioned to succeed within the organization. This piece provides guidance on the process and a set of useful reference checking questions for you to use in your next search.

6. Extending an Offer

Reaching the point of extending an offer to your first-choice candidate is exciting. This piece provides some guidance on extending offers as well as a template for writing the offer letter.

7. Managing a New Employee's Transition

The important work of making a successful hire is not complete when the candidate accepts the offer. Rather, the process continues through the new hire's first 30 to 90 days as he or she manages the transition into the new role.

State of Washington Basic Selection Standards

The state of Washington requires that sworn law enforcement officers meet the minimum selection standards listed below. (NOTE: Individual agencies may have more stringent requirements.)

- U.S. Citizen: Yes
- Minimum Age Range: 21-24
- Minimum Education: High School/GED
- Disqualifying Convictions: (felony, misdemeanor, and/or other):

Pre-employment Screening

Candidates for sworn law enforcement positions in this state are subject to the pre-employment screening practices listed below. (NOTE: Individual agencies may employ additional procedures.)

- Background Investigation
- Minimum Physical Standards
- Psychological Exam