



Professional Recruitment Process

SAVE A GIRL SAVE A GENERATION

Job Description Preparation

- **Identify Job Requirements:** Collaborate with department heads to outline specific qualifications, skills, and experience needed for the role.
- **Drafting:** Prepare a clear and detailed job description, including key responsibilities, required qualifications, and desirable attributes.
- **Approval:** Ensure the job description is reviewed and approved by relevant stakeholders before publication

Publishing the Job Opening

Platform Selection: Publish the job opening on the company website and promote it across all relevant social media platforms, including LinkedIn, Hacesfalta.org, and NGO-specific job boards.

- **Promotion:** Utilize LinkedIn as the primary platform due to its extensive reach among professionals, while also leveraging other social media channels like Facebook, Twitter, and Instagram for broader visibility.

CV Screening and Preselection

- **Initial Screening:** Select the team that will lead the screening and selection process.
- **Conduct an initial screening** to filter out applications that do not meet the basic job requirements.
- **Shortlisting:** Review and shortlist the most promising candidates based on their CVs, cover letters, and any additional submitted materials.
- **Review by Stakeholders:** The shortlisted CVs are further reviewed by the director and relevant board members to ensure alignment with the role's requirements.

Interview Process

- **First Round Interviews:** Selected candidates from the preselection phase are invited for a first round of interviews, which may be conducted via phone or video calls.
- **Assessment:** Conduct assessments or practical tests relevant to the job role to evaluate candidates' skills and competencies.
- **Final Interviews:** The most promising candidates are invited for a final interview with the director and board members to identify the best fit for the position.
- **Evaluation:** Collect feedback from all interviewers and perform a thorough evaluation of each candidate's performance and suitability.

Selection and Offer

- **Decision Making:** The recruitment team, along with the director and board members, convenes to discuss and decide on the final candidates.
- **Offer Preparation:** Prepare a formal job offer, including details on compensation, benefits, and other employment terms.
- **Offer Presentation:** Present the job offer to the selected candidate and address any questions or concerns they may have.

Onboarding Process

Onboarding Plan: Develop a comprehensive onboarding plan to help the new hire transition smoothly into the role.

- **Introduction:** Introduce the new hire to the team and provide an overview of the NGO culture, policies, and procedures.
- **Training:** Arrange for necessary training sessions to equip the new hire with the skills and knowledge required for their role.
- **Mentorship:** Assign a mentor to support the new hire during their initial period at the company

By following these structured steps, the recruitment process ensures that the best candidates are selected efficiently, creating a smooth transition for both the new hires and the organization

Community Worker Recruitment Process

Offer publication

- **Publication of the collaboration offer (since it will not be formal professional contract)**

Spreading of the offer through communities channels, other NGOs, volunteers of the organisation.

Collection of interests Initial Screening and Preselection

- **Application Review:** Begin by reviewing applications to ensure candidates meet the basic qualifications, such as language skills and community involvement.
- **Preselection:** Shortlist candidates based on their application materials, focusing on their activism, leadership potential, and specific language skills. Initial Group Interview
- **Group Dynamics Evaluation:** Invite several candidates to participate in a general group interview to evaluate their interaction within a community context.
- **Language Skills:** Assess candidates' proficiency in the relevant languages through practical exercises and discussions.
- **Leadership Potential:** Observe how candidates demonstrate leadership, communication, and problem-solving skills during group activities.

Second Group Interview

In-Depth Assessment: Conduct a second round of group interviews to further assess the candidates' suitability. This phase includes more targeted questions and scenarios to evaluate their ability to handle real-life community challenges.

- **Peer Interaction:** Evaluate how candidates collaborate with each other and their ability to build trust and rapport within the group.

Community Worker Recruitment Process

Final Individual Interviews

Personal Interviews: Invite the most promising candidates for individual interviews to delve deeper into their personal experiences, motivations, and commitment to the cause.

They will be offered the two positions of **Community Leaders**, while the rest will remain **Community Experts**.

- **Scenario-Based Questions:** Use scenario-based questions to assess their problem-solving skills, empathy, and ability to handle sensitive issues like Female Genital Mutilation and Forced Marriages.

Selection and Leadership Identification

Candidate Selection: Based on the performance in group and individual interviews, select the most qualified candidates.

- **Leader Identification:** Identify two leaders from the selected candidates who will guide and support the community team.

Training and Onboarding

- **Orientation Program:** Develop a comprehensive orientation program to familiarize new hires with the organization's mission, values, and practices.
- **Specialized Training:** Provide specialized training on topics such as Female Genital Mutilation, Forced Marriages, and community engagement techniques.
- **Mentorship Program:** Assign mentors to new hires to support their professional development and integration into the team