

Humane Network's Recruitment Service

Humane Network will create and implement a customized plan for the recruitment of leadership and other key staff for humane organizations and animal services agencies.



Humane Network's Recruitment and Hiring Philosophy

The animal welfare movement is full of people who have great hearts and wonderful intentions. But to run an effective organization that can truly accomplish its mission, it takes people who have the appropriate knowledge, skills, and attitudes to match each position.

Three basic factors are considered when defining the requirements of the job and the characteristics of qualified applicants. They are:

- Can the person do the job? (CAN DO factors)
- Will the person do the job? (WILL DO factors)
- Will the person fit into the job environment? (FIT factors)

CAN DO factors include basic job requirements. **WILL DO** factors help identify motivation and interests that someone must have in order to do the job. **FIT** factors take into consideration several environmental levels in which the person will be required to operate effectively.

CAN DO Factors

- Work Experience
- Education
- Technical Skills
- Analytical Skills
- Communication Skills
- Specialized Training

WILL DO Factors

- Motivation/Motivators
- Interests
- Goals (professional and personal)
- Drive/Energy
- Reliability/Stability

FIT Factors

- Team Orientation
- Independence
- Social Effectiveness
- Interpersonal Style
- Stress Tolerance
- Limitations (travel, availability, location)

Humane Network's Customized Recruitment Plan

Humane Network will create a customized recruitment plan to meet the needs of your humane organization or animal services agency. A sample of common plan components is provided below.

Develop Recruitment Materials

- Facilitate discussions with leadership and key staff to determine:
 - Expectations, core competencies needed for success in the role, negotiable and non-negotiable qualifications
 - Salary range, reporting structure, other requirements and preferences
 - Target dates
- Create or review current/past materials including:
 - Job description
 - Recruitment marketing package
- Conduct a salary survey
- Deliverables include:
 - Salary survey findings
 - Job description and marketing package
 - List of posting options

Recruit and Assess Candidates

- Conduct targeted recruitment of qualified candidates using Humane Network contacts and postings
- Track applicants
- Acknowledge receipt of application packages and manage general communication with applicants
- Screen applicants by:
 - Reviewing and assessing application packages (resumes and cover letters)
 - Conducting phone interviews with qualified candidates
 - Creating profile of candidates through online research (social media, news searches, etc.)
- Recommend candidates for the next round of interviews and provide supporting documentation to interview team
- Deliverables include:
 - Tracking list/spreadsheet of all applicants
 - List of recommended candidates to move to next round
 - Candidate resumes and other supporting documents

Manage Selection Process

- Create customized selection process, interview form, and recommended questions for the interview team
- Collect and review of candidate work products as appropriate (e.g. writing samples, etc.)
- Conduct reference checks
- Schedule/arrange phone and final in-person interviews
- Facilitate and guide client through the selection/decision-making process
- Participate by phone or Skype in the in-person final candidate interviews
- Conduct background checks (fees apply, conducted through outside firm)
- Provide follow-up communication with candidates (including notification to those that were not selected)
- Deliverables include:
 - Interview forms/questions
 - Phone/Skype and in-person interview schedules
 - Updated list of recommended candidates at each stage
 - Candidate resumes and other supporting documents

Assist with Hiring Process

- Manage communication with selected candidate, including negotiating the offer, start date, etc.
- Assist with the on-boarding process
- Deliverables include:
 - New hire package
 - On-boarding schedule

Ongoing

- Facilitate conference call status updates
- Conduct periodic review of overall process to be sure advancing efficiently and effectively