

HGT.

Social Impact Recruitment Playbook



Introduction



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Understanding Your Needs



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Why Audience Understanding Matters

1. Identify Skills and Values Needed: Align skills with organizational goals; prioritize values for cultural fit.
2. Assess Current Team Composition: Determine gaps in skills, experience, and perspectives.
3. Forecast Future Needs: Anticipate changes and growth to plan recruitment accordingly.

Creating the Job Description

Creating the Job Description

1. Role Definition: Clearly outline responsibilities, expectations, and impact.
2. Required Skills and Qualifications: List essential and desired qualifications, emphasizing flexibility where possible to attract diverse candidates.
3. Organizational Overview: Provide a mission statement, values, and culture to attract like-minded individuals.

Set Realistic Expectations

In order to attract the most diverse candidates be open to creating a job profile versus a job description as most of the roles in your organization will wear many options.



Promoting the Opportunity



Internal

Announcement:

First, share the opportunity within the organization for internal growth.

Social Media and Job Boards

Utilize platforms that attract social impact-focused individuals.

Networking and Partnerships

Engage with universities, professional groups, and other organizations.

Fractional RPO

Hire a fractional team to support your recruitment needs





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Application Process

→ Application System:

→ Initial Screening

→ Create an interview Team & Schedule

→ Communication Plan

→ Interview Panel

→ Question Design

→ Candidate Experience





Get hired more
efficiently.

Make an Offer



Dont Linger on Quality Candidates - Make a Move

1. Offer Letter: Clearly outline the terms, benefits, and conditions of employment.
2. Negotiation: Be prepared for negotiations and have clear boundaries.
3. Feedback for Unsuccessful Candidates: Provide constructive feedback to candidates not selected



ONBOARDING FOR SUCCESS



Keep It Simple

- **Pre-Onboarding:** Share necessary information and paperwork before the start date.
- **First Day Agenda:** Plan a welcoming and informative first day.
- **Orientation Program:** Introduce new hires to the team, mission, and culture
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Practical Tips

- **Professional Development:** Offer opportunities for growth and learning.
- **Performance Feedback:** Establish a regular feedback loop.
- **Recognition and Rewards:** Recognize contributions and achievements
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Appendix:

Templates and Resources

Job description templates

Interview question examples

Offer letter sample

Onboarding checklist



PARTNERSHIP

This booklet serves as a comprehensive guide, helping non-profit and social impact organizations navigate the recruitment process efficiently and effectively, ensuring they attract and retain individuals who are passionate about making a difference.