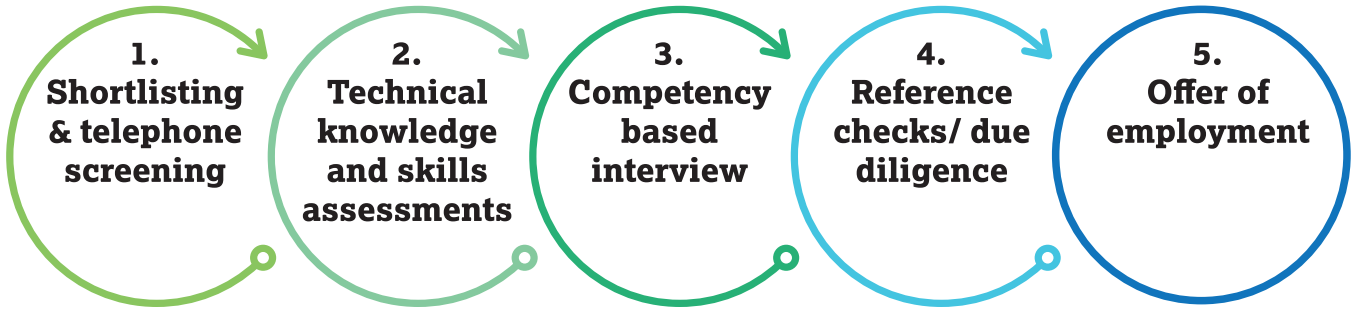

Recruitment and selection process



Our 5 step process

At Oak Foundation we invest a great deal of time and diligence into our recruitment selection process. It is important to us that you are familiar with our selection process and know what will happen next.



1. Shortlisting and telephone screening

Once the deadline for a job opening has passed, human resources or an external recruitment partner will screen applications to assess candidate’s suitability against the criteria specified in the job description and will produce a longlist of candidates to pass to the interview stage of the recruitment process.

The hiring manager will review the longlist and ask human resources to have a telephone screening of their selection to verify candidates’ qualifications, motivation and expectations.

2. Technical knowledge and skills assessment

For most job openings, shortlisted candidates are requested to take a test to evaluate technical knowledge related to the responsibilities for the role. The types of tests include and aim to:

- Presentation / discussion question– to evaluate subject matter knowledge, innovation, logic, conceptual and presentation skills.
- Case study – to evaluate analytical, creativity and problem-solving skills.
- Grant strategy / written test – to evaluate subject matter knowledge, innovation, comprehension and written communication skills.

- Excel test – to evaluate intermediate to advanced excel skills including on formula, pivot tables, etc.
- Financial analysis – to evaluate analytical, problem solving, and financial skills.
- Logic test – to evaluate problem solving skills.

The test usually happens either during the first or final-round stage of interviews. In some cases, candidates might be asked to take the technical assessment on the day of the interview at our office, which will also be communicated to them in advance.

3. Competency based interview:

Oak interviews are competency-based (CBI) and focus on job related competencies identified by the organization. Interviews will ask questions aimed at determining candidates’ past performance, accomplishments and contributions related to these competencies.

Interviews may take place at any Oak office or using videoconferencing. There is usually a first-round face-to-face or skype interview (3-5 candidates) and a final-round face-to-face interview (2-3 candidates).

Panels for interviews are usually composed of the hiring manager, human resources and team members and/or other staff members. For the final-round interviews, the President and a Trustee may be involved on the interview panel.

4. Reference checks and due diligence:

Appointment at Oak Foundation is subject to satisfactory professional references and in accordance with our [Child Safeguarding Policy](#). Final candidates will also be asked to submit to human resources copies of their work certificates, diplomas, passport/permit and criminal record/extrait du casier judiciaire. Candidates will be notified accordingly.

5. Offer of employment:

At the end of the selection process, the successful candidate will receive an offer for employment by human resources.