

NAVIGATING THE HIRING PROCESS

Tips for whether you're the employer or the applicant

EMPLOYERS

Focus on skills-based hiring, atypical work histories, and volunteer or community experience

DO

Ghost or ignore a candidate if you decide to not hire them

DON'T

Carefully consider if the qualifications required in the job listing are essential to the position

DO

Require lengthy projects or unpaid labor as part of the application

DON'T

APPLICANTS

Remind yourself:

You're not broken, the system is

DO

Use AI-generated or generic resumes and letters (personalize materials and tailor to the position)

DON'T

Show examples of your skills and qualifications (portfolios, performance metrics, past projects)

DO

Assume an employer can infer proficiency or potential from a job title or degree (Spell it out!)

DON'T