



1. Pursue the Right Applicant

- Varying hiring pools can present different problems. When your applicant pool is too small or homogeneous, consider targeting your job post in specific local locations or on career websites. When your pool is too large, it may be efficient to include a quick online screening. Screening questionnaires can ensure your candidates are genuinely interested and offer space to gain supplemental information quickly. Be sure not to ask questions on any skills, philosophies, or knowledge you're willing to train. Whether you have a large or small group of applicants, these tips can help you find the right applicants without too much additional effort.

2. Remove Barriers

- Be sure to speak to unique opportunities in your job post. If relevant, state that your organization is committed to providing a healthy environment for BIPOC staff, a flexible environment for parents, or considerate hiring procedures for people with criminal records or unusual work experience. If your agency expects specific educational, history, citizenship, or other requirements, reflect on who you may be discouraging from applying. By ensuring that your organization is thoughtful, inclusive, and welcoming, you can open the doors to survivor leaders and other quality, but often overlooked, applicants.

Ex. Applicants of all racial, religious, gender identity, sexual orientation, nationality, ability, and age groups are encouraged to apply. Recognizing that criminal acts are often compelled as a component of exploitation, the presence of a criminal record will not disqualify applicants.

3. Hire Staff with Lived Experience

- Staff should represent the population you serve. If your organization is missing critical informative voices, it may be time to hire a lived-life expert to review your job solicitations, hiring practices, and agency policies. Being open to how your agency can avoid discouraging applicants offers opportunities to better support employees from the labor trafficking survivor and other disenfranchised communities. Using external, short-term consultants also provides diverse insight when you have a small team and makes space for survivor voices when they aren't present internally.

4. Use Simulations and Informative Questions

- When interviewing, evaluate the applicant's goals, beliefs towards clients, skills, and reliability to help build a strong, committed, and skilled team. Resumes and cover letters are merely introductions.



Providing scenarios and asking the person to assess, respond, and role play can help you get a clear and predictable picture of how the applicant would react to clients, crises, and agency frustrations.

Ex. How would you navigate a situation where you and your client had different opinions on which of the client's goals to prioritize?

Ex. Tell me about a time when you made a mistake with a client? How did you realize your mistake? What did you do?

Ex. Offer admin, client, or partnering scenarios to the applicant and ask how they'd respond.

5. Be Transparent About Responsibilities and Expectations

- Turnover can be mentally taxing for staff and clients. Providing an example of a typical workweek can ensure your new hire is a suitable match for the position. Be realistic about overtime, workload, freedom to take on independent projects, and professional growth opportunities.

Additional Resources:

[Guidelines for a Vicarious Trauma-Informed Organization – Human Resources](#) Office for Victims of Crime

[Improving Workplace Opportunities for Limited English-Speaking Workers](#) Center for Workforce Success

[Equity Assessment Tool](#) River Network

[Awake to Woke to Work: Building a Race Equity Culture](#)

[Ten Strategies to Enhance Employee Resilience and Engagement Within Survivor-Service Organizations](#) Futures Without Violence

[Creating a Trans-Inclusive Workplace](#) Harvard Business Magazine

[Nonprofit Recruiting Tips and Best Practices](#) Foundation List