

JEWISH COMMUNITY FEDERATION AND ENDOWMENT FUND

CANDIDATE EXPERIENCE GUIDE

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Introduction

Hello prospective job candidate!

Thank you for your interest in applying to the Jewish Community Federation and Endowment Fund. In this document, you will find resources to guide you through our application and interview process.

General Timeline

STEP 1: Submit Application

- Send your resume and cover letter to hr@sjcf.org
 - Include your name and the position of interest in the subject line
- Upon submission, you will receive an automated email confirmation acknowledging that your application was received (if you do not receive this email, check your junk mail!)
- If you are not contacted to schedule an interview within 4-6 weeks of submitting your resume and cover letter, note that your resume was reviewed, but not considered at this time.

STEP 2: Interview #1 (Screening)

- The Hiring Manager or HR will reach out to you to schedule your screening
- Phone call screen with Hiring Manager or HR
- Screening questions are typically foundational and practical
- If you are not selected to move forward in the interview process, the Hiring Manager will notify you via email when the process concludes

STEP 3: Interview #2

- The Hiring Manager or HR will reach out to you to schedule your second interview
 - You will also receive logistical information regarding the meeting location, transportation, parking, and interview staff
- Zoom or in-person interview with a panel of interviewers (no more than six people)
 - Interviewers are often prospective team members
- Interview #2 questions are typically behavioral and situational
- If you are not selected to move forward in the interview process, the Hiring Manager will notify you via email when the process concludes

STEP 4: Interview #3

- The Hiring Manager or HR will reach out to you to schedule your third interview
- Zoom or in-person interview with HR or the Head of Department
- It is helpful to have references readily available at this stage
- Interview #3 questions are typically behavioral and situational

There might be additional interview rounds

STEP 5: Verbal Offer

- HR extends a verbal offer
- The candidate verbally accepts the offer
- If you are not selected for a job at this time, the Hiring Manager or HR will notify you

STEP 6: Written Offer Letter

- HR extends the written offer letter that includes salary and start date

STEP 7: Candidate Acceptance

- The candidate formally accepts the offer by the due date indicated on the offer letter

STEP 8: Onboarding and Training

- The Hiring Manager and HR begin the onboarding and training process
- The new hire participates in orientations and completes necessary paperwork

Disclaimer:

This timeline is a general outline of the candidate's experience. Details (e.g., the interview structure, interviewers, etc.) are subject to change. Departments also have varying interviewing and hiring procedures (e.g., some candidates might have more rounds of interviews). HR and your Hiring Manager will communicate with you throughout the application and interview process to ensure you know what is happening at each step.

Key Contacts

- Kate Sylvester, Director of Human Resources
kates@sfjcf.org
415-512-6207
- Virginia Tran, Human Resources Coordinator
virginiat@sfjcf.org
415-512-6421
- Your Hiring Manager

FAQs

Q: Do I have to be Jewish to work at the Federation?

A: No. 40% of Federation employees are not Jewish. All qualified applicants will receive consideration for employment without regard to race, religion, sex, orientation, ethnicity, national origin, disability, or veteran status. We welcome and encourage diversity in the workplace.

Q: Can I apply to multiple positions at once?

A: Yes, you may apply to multiple positions at once. Please indicate which positions you are applying for when submitting your resume and cover letters.

Q: Can I request an accommodation during the application and interview process?

A: Yes. The Federation is an Equal Opportunity Employer meaning it cannot discriminate against a qualified applicant because of their disability or perceived disability. Please contact HR if you need an accommodation during the application or interview process.

Q: If hired, what benefits do I receive?

A: We provide employer-sponsored medical, vision and dental coverage, company-paid life insurance, 403(b) retirement plans with employer contribution, flexible spending accounts, health savings accounts, and tax-free deductions for transportation and parking. We also offer competitive pay and provide five weeks of vacation, as well as sick pay, flexible work schedules, federal and Jewish holidays, and a paid sabbatical granted after seven years at the Federation. Towards the end of the interview process, HR will show you the benefits package in full.

Q: What can I do to best prepare for the interview process?

A: Check out the “Pro Tips” and “Sample Interview Questions” sections below!

Q: Do you have an employee referral program?

A: Yes, the Federation has an employee referral program. The Federation wants to recruit quality candidates and to do so encourages employees to refer qualified individuals to the organization. All Federation employees are eligible to refer candidates, unless they are the Hiring Manager, for the position being recruited. A financial incentive will be awarded to the employee after the referral has completed 6 months of employment. Former employees, re-hired employees, and interns are not eligible candidates for referral awards. Only candidates who meet the essential qualifications for the position will be considered and all information regarding the hiring decision will remain confidential. So, reach out to your connections at the Federation!

Q: Can I get an exact timeline for the application and interview process?

A: Unfortunately, no. The hiring process differs across departments and often even positions. Therefore, there is not a set duration of time for each part of the process.

Q: What is your work-from-home policy?

A: We are a hybrid work environment. As of September 2021, all employees are expected to work in the office on Wednesdays. In Fall 2022, employees will be required to work in the office on Wednesday plus another day during the week (determined by your manager). Reasonable requests for working at home full-time will be considered by your manager and HR.

Pro Tips

- **Tailor your cover letter.** Contents should be concise and specific to the job for which you are applying. Highlight your skills, experiences, and passions and explain why they make you best suited for the job.
- **Familiarize yourself with the Jewish Community Federation and Endowment Fund.** Research the company to deeply understand how your values and passions align with the Federation's mission and work. Begin exploring here: organization website, social media accounts, annual reports, etc.
- **Familiarize yourself with the job description.** Disassemble the job description to identify the position's responsibilities and qualifications. Connect your skills and previous experiences to each of those aspects to strategically prepare to explain why you are the right candidate.
- **Prepare for your interview.** Review and rehearse responses to common interview questions (see "Sample Interview Questions" below). Not only will this practice increase your interview confidence, but it will also ensure that you do not forget to share crucial accomplishments, learning scenarios, etc.
 - The STAR (Situation, Task, Action, Result) technique is a great method for organizing your story in a concise and targeted manner. This method works best when responding to a behavioral-based question.
 - Situation
 - Describe a recent situation. Include relevant background information.
 - Task
 - Explain your assignment and/or responsibility.
 - Action
 - Detail your action items. Think of what you did and how you did it.
 - Result
 - Share the outcomes and impact of your work. Add metrics when possible. Be sure to list any awards or recognition.
- **Show gratitude.** Send a brief thank you letter after your interview. It will make you stand out!
- **Express interest.** Asking questions about the position and the Federation at large is a terrific way to demonstrate engagement and learn about the position and organization. Here are some questions to get you thinking:
 - What is the company culture like?
 - What does professional growth and development look like at the Federation?
 - How are you challenged in this department?

Sample Interview Questions

- Screening (foundational and practical)
 - What intrigued/motivated you to apply for this position?
 - Tell us about your background. What makes you a good fit for this position?
 - What support would you want – either from your supervisor or colleagues – to be successful?
 - What are some of the challenges you anticipate with this position and how might you handle them?
 - The program/department focuses on [X, Y, and Z]; please share your relevant experience in each area.
 - Rate your Office suite skills and give us examples of what you have used it for.
 - Where do you see yourself in your career in 5 years? How does this position fit into your career path?
 - What do you know about the various programs at the Federation? What about our mission stands out to you?
 - What do you consider your strengths? Areas to improve?
- Subsequent interview rounds (performance-based, behavioral, and situational)
 - Tell us about a team that you have been a part of. What worked well about the team – and what, if anything, would you have changed to make it more effective?
 - Give me an example of a work situation in which you were not proud of your performance. Explain why, and what you learned from this experience.
 - What two or three accomplishments have given you the most satisfaction?
 - Describe a situation where you had to learn something quickly.
 - How would you describe your work style?
 - Tell us about a time you were given feedback you did not agree with, how did you address the issue? What was the outcome of the situation?
 - What three main attributes or skills do you think are most important for this position? Rate yourself on those skills.
 - Tell me about your supervisory experience. Describe a challenging situation that you had to face as a supervisor? How did you resolve the situation?
 - What things frustrate you the most? How do you cope with them?
 - Describe your ideal workplace situation. In what type of environment are you most productive?
 - Do you have concerns or hesitations about this role and organization?
 - What things frustrate you the most? How do you cope with them?
 - How do you decide what gets top priority when scheduling your time?
 - If this is not your first job, you might be asked about why you are changing careers or organizations.

- Remember, these questions are not in any specific order, nor are they guaranteed to be asked during interviews. Hiring managers and departments inquire about different things. These questions should spark ideas regarding what to share and give you a general sense of what will be asked during your interview.

Know Your Rights

It is illegal for interviewers to ask questions about marital status, residence, previous romantic relationships with coworkers, previous or current workers' compensation claims, number of children, religious practice, debt-to-income ratio, ethnicity or national origin, drinking history, age, sexual orientation, physical impairments or disabilities, prescribed drugs, psychiatric or psychological treatment, previous hospitalizations, and current salary.