



# THEI HIRING PROCESS

01

## ► RESUME REVIEW

Interested candidates should review THEI's Culture and Guiding Principles and Values documents to ensure we are a good fit for each other. If you'd like to join our team, please submit a resume and cover letter to [work@thei.org](mailto:work@thei.org). Candidates not selected to advance will be notified via email, which is true at each subsequent stage of the process.

02

## ► PHONE SCREENING

Qualified applicants will be invited to schedule a 30-minute phone call introduction to discuss details about the position and its requirements (which may also include a discussion of the TDOC badging process). After the call, if the candidate and THEI both decide to move forward, the candidate will be contacted to schedule an interview.

03

## ► PANEL INTERVIEW

A small number of candidates (no more than four) will be invited to a zoom interview with THEI leaders (typically four to five staff). Candidates should be prepared to answer general interview questions, discuss a THEI Value that resonates with them, and respond to a problem-solving prompt.

04

## ► STUDENT INTERVIEW

Finalists will be invited to an interview with THEI students, either inside a TDOC facility or via zoom. Scheduling an in-person visit requires advanced planning, so candidates may be asked about their availability earlier in the process, prior to receiving an official invitation to this stage. Feedback from this session will result in the final candidate selection.

05

## ► FINAL APPROVAL

References may be contacted at this stage, and THEI's Executive Director will make the final approval. The selected candidate will receive an initial job offer by phone. Depending on the position, some candidates may be required to perform a skills test or provide a work sample prior to final approval, in which case they will be compensated for their time.