



YEP Hiring Process Frequently Asked Questions

1. How do I apply for a job?

We only accept applications online. To apply for a job with YEP, please navigate to our [Careers Page](#), click into the job posting that interests you, and then follow the prompts. For most roles, we ask candidates to upload a cover letter and resume, and to complete a simple online questionnaire.

2. Can I apply for more than one role at once?

Yes. However, please make sure your interests and qualifications align well for any job that you apply for.

3. What is your hiring process? What can I expect after I apply?

- YEP will reply via email to confirm we have received the application you have submitted online. This is usually an auto-generated email from our JazzHR hiring system. All your materials land in our primary inboxes and are considered carefully.
- All applicants will hear from YEP after submitting an application – either to thank you for your time and decline any next steps OR to invite you to a first interview.
- Generally, when we make an offer for a job, it's after a virtual interview and at least two rounds of in-person interviews with existing YEP team members. We also sometimes ask candidates to submit an interview exercise of some kind – usually requiring a computer and 1-2 hours of separate work time.
- Before we make an offer YEP will conduct a set of pre-employment screenings, depending on the position and any other requirements - these usually include reference checks, employment verification and sometimes education verification or background checks.
- Unfortunately, we do not have the capacity to respond to phone calls regarding our hiring process. If you have questions after reviewing all posted materials, please

email Holly Hubbard at hhubbard@youthempowermentproject.org. We will do our best to respond quickly.

4. Can I work at YEP if I have a criminal record?

If you have the skills and experience that you think would make you a good fit for a job you are interested in, we definitely want you to apply. We value all of the lived experiences that people bring to our team and that contribute to the work that they do with young people - having a criminal record does not automatically disqualify anyone from making a contribution to YEP's mission.

There are some cases that, due to contractual requirements, we are not able to employ people in certain positions who have specific offenses. However, not all offenses are disqualifying for some of these external requirements. Let's talk about it during the interview process, or reach out to Holly Hubbard, Director of Human Resources, at hhubbard@youthempowermentproject.org if you have any specific questions prior to applying.

5. What if I have questions about a role after reading the job description?

If you have questions about a job after digesting the materials we have posted online, you can email Holly Hubbard, Director of Human Resources, at hhubbard@youthempowermentproject.org. We won't have time to field phone calls, but we will do all we can to respond thoughtfully to your email in a timely manner.

6. What if I have trouble uploading my cover letter or resume?

If you run into technical difficulties as you're applying online, please email Holly Hubbard, Director of Human Resources, at hhubbard@youthempowermentproject.org.

7. What if I applied for a job and haven't heard back from YEP?

If you applied for a job with YEP and haven't heard from us, please make sure you've adjusted your email settings to accept emails from JazzHR. You can also reply directly to the confirmation email you received upon completing your application. That email will land in our primary inboxes, including Holly Hubbard, our Director of Human Resources.

8. Do you have any other advice for me as I apply to work for YEP?

Make sure to adjust your email settings to accept emails from JazzHR.

If we have posted a salary range for a job, it's the result of careful planning and budgeting. YEP is unlikely to make an offer above the salary range posted.

Spend time with our website, including all the docs we have linked on our Careers page. This should include **Our Mission, Supporters and Team, Our Programs** and **YEP's Employee Benefits**.

If you still have questions you can email Holly Hubbard directly at **hubbard@youthempowermentproject.org**.