CivicSpark®

2025 Full Term Routing Informational Video

(recorded July 5, 2025)

Agenda

- **Partner & Candidate Recruitment Status Updates**

  - **Timeline Reminders**

- **How to Use the Live Routing Link**

- **Candidate Review & Interview Tips**

- **Types of Candidates You May Receive**

- **Interview Preparation & Sample Question Concepts**

- **Making the Offer**

- **Ranking, Fellow Offer Form, Fellow Response & Timeline**

- **PHI/CivicSpark Onboarding Timeline**

25-26 Recruitment Status

Partner Recruitment Status

- **Total Active Current Slots:** 122
  (Includes Interview Stage, Ready for Routing, or Filled with 2nd-Year Fellows)

- **2nd-Year Returning Fellows:** 9

- **Current Open Slots Across 3 States:** 113

25-26 Recruitment Status

Candidate Applications Update

- **Total Applications (as of 7/3):** 378

- **Approximate Percentage Advancing to Routing Pool:** ~50% *(From Initial Intake and First Interview)*

- **Example from 24–25 Cycle:**
  - Total Applicants: 673
  - Advanced to Routing Pool: 340

- **Goal for 25–26 Full Term:** 450–500 Applicants
  - Would Yield a Routing Pool of 225–250

- **Target:** 8–10 Candidates Per Project
  Reminder: Candidates are being reviewed by multiple sites!

Timeline Reminders

Routing Period: Now through **September 4**

- You can interview candidates at any time during this period.

CivicSpark Intake & Interview Updates:

- Final Day for Fellow Applications: **July 24**
- CivicSpark is actively conducting interviews now.
- All interviews expected to be complete by the **first full week of August**.
- However, **we encourage you to begin your interviews before that**.

Final Day for Candidate to Accept an Offer: September 4 at Noon (Pacific Time)

The Candidate Routing List

AirTable Routing Link

- This is a **LIVE** link — any candidate additions or status changes will be reflected immediately.

- **Partners REMEMBER:**

  - If a candidate is a no-show or unresponsive, **please notify us**.

  - If a candidate declines your project, **let us know right away**.

Candidate Review & Interview Tips

Initial Review Guidance:

- You may find your dream fellow… or candidates with broader, unexpected strengths. Keep an open mind!

CivicSpark's Routing Review Order:

1. Project Interest

2. Ability to Work in the Region
   - *(Yes, these may conflict — we review!)*

3. Skillset Match (as shown on application)

4. Review Notes (both positive and negative, if available)

Candidate Review & Interview Tips

Interview Tips

- CivicSpark interviews assess general fit; **your interview can be more specific and detailed**.

- Follow your organization's typical interview style — but be sure to assess:
  - **Can they relocate and live in the service area?** (Reinforce the locality requirement)
  - **Are they starting grad school or juggling other commitments?**
  - Watch for candidates who may be saying "yes" to everything just to land the role.

Additional Tips:

- **Sell your project!** Candidates might not know much about it during first contact.

- If you plan to make an offer, be ready for follow-up questions.

- Include any relevant project or org details in the **Fellow Offer Form**.

Candidate Offer Process

Making the Offer

- Send your **Top 5 Ranked Candidates** via email to Justin.
    - REPLY BACK VIA YOUR ORIGINAL ROUTING EMAIL!
    - If only one stands out or you want to move quickly — that's fine too

Fellow Offer Form (New for 2025):

- Replaces the previous email template.

- Must include:
    - Additional notes
    - Essential duties
    - Saved in the correct format

- **One form is needed for each fellow** you're ready for us to progress with.

- **No offer will be extended without this form.**

Candidate Offer Process

Candidate Response Timeline

- Fellows have **2 business days** to respond to an offer:
  - **Yes / No / Request Extension**

- Extensions (up to 3 business days) may be granted **at CivicSpark's discretion** — for reasons like:
  - Housing arrangements
  - Family logistics
  - Clarifying service terms

Important:

- We will **not extend the deadline** just to allow more time for interviews with other projects.

- Fellows will be marked as **"OFFER SENT"** in AirTable — do **not** continue to SCHEDULE interviews with them. Previously scheduled are OK if they are in the offer window time frame. (Corrected from video!)

- Once marked **"OFFER ACCEPTED"** — do **not** reach out to interview.

Candidate Onboarding

PHI/CivicSpark Onboarding Timeline

- If a fellow accepts an offer, onboarding runs from **August 20 – September 10**

- Key Steps:
  - Submit PHI Application (includes I-9 documentation)
  - Begin Background Check

- PHI cannot issue a formal offer **until these are completed**

- **Late Acceptances:** Must act quickly to avoid onboarding delays

- **Partner Support Needed:** Delays in submitting info can impact fellow's start

Candidate Onboarding

PHI/CivicSpark Onboarding Timeline (continued)

- **Fellow's Local Address Due: By September 18**
  - Must be within a **50-mile radius** of the project site
  - If known earlier, they can submit it with their PHI application
  - If they need to move, they don't have to live there yet — just provide the intended address
  - If they move during the service year, they must update CivicSpark again

- **Temporary exemptions may be allowed**, but only under specific conditions
  - Finding housing (Ex: Found a place but lease starts Nov 1st)
  - Medical Needs
  - Family Needs

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Thank you, reach out with questions, and good luck!