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U.S. Breastfeeding Committee Recruitment, Screening, and Hiring Process

Introduction

The USBC has established the organization's process for an equitable, fair and transparent team member recruitment and hiring process. The USBC recruits in a manner that aims to produce an array of qualified applicants from diverse backgrounds. This document outlines our processes, in service of transparency.

Step 1: Job Development and Posting

A job description is developed to provide a clear understanding of what the position entails and what the organization expects from the potential candidate, including key responsibilities, qualifications, and specific requirements for the role.

Step 2: Resume Screening and Candidate Evaluation

The hiring manager looks for relevant education, specialized skills, field and lived experience, and any other specific criteria that align with the needs of the position. As part of the evaluation process, USBC may conduct background checks on the shortlisted candidates, but will not contact the applicant's current employer without the applicant's permission.

Applicants who reside in one of the states where USBC is registered to employ will be given priority consideration. Applicants who reside outside of CA, DC, IL, MD, MA, NC, OH, OR, or FL may also be considered if the hiring manager believes they are an exceptionally strong candidate for the position.

Stage 3: Interviews and Assessments

Phone screenings are the first step, lasting 30 minutes and recorded. The hiring manager will review the information gathered in the phone screenings and, after careful consideration, choose their top candidates to receive an interview. This interview will include the candidate and the hiring manager. In some circumstances, candidates may be asked to participate in a panel interview or provide a work sample or other deliverables for further evaluation. More than one interview may be necessary, but it is not a requirement for all positions.

Stage 4: Decision-Making and Offer

Once the top candidate has been identified, the hiring manager proceeds to extend a formal job offer that is contingent upon a successful reference check. The written offer includes details such as compensation, benefits, start date, and any other relevant terms and conditions.