

# Council Leadership Initiative - Introduction



## Introduction to the Council Leadership Initiative

The Council Leadership Initiative is a program designed to provide councils with the resources, tools, training and support to facilitate progressive, inclusive and equitable hiring practices. Rooted in our [IDEA strategic imperatives](#), this initiative is aimed at evolving the council leadership landscape by investing in strategies to increase diverse representation across the organization.

### Tier Level Support

The CLI toolkit includes resources to support hiring teams through every step of the recruitment process – from assembling a job description and hiring team to making an offer. All councils have access to these resources on the Council Portal and are eligible for Tier 1 support, as detailed below. In some cases, HQ can provide additional layers of tier-level support:

**Tier 1:** Access to HQ's applicant tracking system, BambooHR.

**Tier 2:** Access to BambooHR along with recruiting guidance and candidate selection support from GOTR HQ. (For Executive Director and senior-level program or development staff positions.)

**Tier 3:** Access to BambooHR and recruitment support from GOTR HQ including interview preparation and support as well as candidate assessment from a council development team member or a member of the HR and Belonging team. (For Executive Director positions)

Tier level support will be determined based on a variety of factors including but not limited to position level, council needs, and recruiting capacity.

Recruiting top talent is an ambitious and involved process that requires strategic intention and execution. The resources created through the CLI offer creative and equitable processes that emphasize shared vision, strategic alignment, and the future success of the council.

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**01\_Council Readiness Assessment:** Conduct this initial assessment to ensure your council is properly equipped with the people, capacity, and funds to launch a robust and inclusive recruitment. There is one version for ED recruitments and another for all other staff-level recruitments.

**02\_CLI Checklist:** A step-by-step guide through the CLI, from pre-recruitment prep to the closing steps after an offer letter has been accepted.

**03\_Collaborative Hiring Guide:** A practical approach to team-based recruiting, including tips for assembling a diverse hiring team, ensuring feedback equity, and integrating staff perspectives.

**04\_Building an Inclusive Job Description:** A framework for creating job descriptions that attract diverse, qualified candidates. Includes essential components of a job description and creative, inclusive approaches used by councils participating in the CLI.

**05\_Recruiting Outlets:** List of job posting sites and networks to consider when sharing a job opening.

**06\_CLI Social Media Recruitment Resources:** Three customizable social media templates with a corresponding marketing guide to help effectively reach audiences and attract excited, mission-aligned candidates.

**07\_Timeline Generator:** Excel template to generate a tentative timeline, including key milestones and steps in the hiring process. The first tab of the document details instructions for use.

**08\_Calendly – Interview Scheduling Tool:** User guide for the free online scheduling tool, Calendly. Calendly helps hiring teams coordinate interviews more easily and creates a streamlined experience for candidates.

**09\_Candidate Review Matrix – User Guide:** A detailed overview of the components in a Candidate Review Matrix and the purpose of each.

## CLI Forms + Recorded Trainings

[CLI Submission Form](#): Form to initiate the posting process through the CLI. This submission captures important job information like title, description, and compensation.

[BambooHR Walkthrough](#): A recorded walkthrough of our Applicant Tracking System (ATS), BambooHR. This includes instructions for assessing candidates, collaborating with the hiring team, and communicating with applicants.

[CLI Closing Form](#): Form to conclude your recruitment through the CLI. This submission collects important data on CLI outcomes that helps to illustrate trends and inform future support and resources.