Council Leadership Initiative (CLI) Recruitment Program Introduction

Introduction to the Council Leadership Initiative

At Girls on the Run, our core values guide our way. We find strength in connectedness and value the individuality and dignity of all people. Across the organization, we are dedicated to fostering welcoming environments where everyone feels like they belong.

Girls on the Run International's Council Leadership Initiative (CLI) provides councils with resources, tools, training, and support to strengthen employment practices across the council network. Through this initiative, GOTR HQ invests in strategies that help councils build inclusive, equitable, and community-centered workplaces, with a focus on expanding representation in ways that reflect the diverse communities they serve.

What to Know About the CLI Recruitment Program

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. Participation in the CLI Recruitment Program is optional and available to councils seeking additional support throughout the hiring process.

1. **Resources Available to All Councils (Tier 1)**
    - Access to Pinpoint, HQ's applicant tracking system
    - A public job listing on the GOTR Jobs Portal
    - Live support through CLI Office Hours

2. **Additional Support from HQ (Tier 2 | Tier 3)**
   Depending on position level, council needs, recruitment capacity, and availability of HQ staff, your recruitment may qualify for additional support. Talk to your Regional Director or contact humanresources@girlsontherun.org to confirm the level of support HQ can offer your recruitment. (Please note: priority will be given to Council Director or Executive Director recruitments.)

    - Candidate/application review support (T2 | T3)
        i. Custom screening prompts (T2 | T3)
        ii. Tailored candidate shortlists (T2 | T3)
    - Interview question set support (T2 | T3)
    - Interview exercise support (T2 | T3)
    - Interview(s) hosted by a member of HQ (T3)
    - Full recruitment workflow management (T3)

Last updated: June 2026 | Last reviewed: July 2026

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Participating in the CLI Recruitment Program

The steps below outline what to expect when requesting CLI recruitment support, from initial preparation through recruitment close-out.

Having trouble getting started? Book time with the HR and Belonging team through CLI Office Hours!

1. **Preparing to Recruit**
    a. Review key resources on the Council Portal, including the following items:
        i. Collaborative Hiring Guide
        ii. Building an Inclusive Job Description
        iii. Council Readiness Assessment (for either Leadership or Staff positions)
    b. Draft your council's unique job description
    c. Confirm the members of your recruitment's Hiring Team
    d. Complete the CLI Submission Form, which will ask for:
        i. Your council's basic information, including council name, ID, region, and primary in-person location, if applicable
        ii. Your hiring team, including the hiring manager, hiring collaborators, time zones, and the people manager for the role
        iii. Position details, including job title, department, full-time or part-time status, remote/hybrid/in-person status, exempt or non-exempt classification, compensation range, and benefits
        iv. Your job description, as an editable Word document
        v. Application preferences, including posting date, close date, cover letter or personal summary requirements, and application questions
        vi. Workflow strategy, including anticipated interview rounds, interview formats, work sample or mock exercise plans, and reference checks
        vii. Any questions, concerns, timeline considerations, or requests for additional support from HQ

2. **Launching and Managing Your Recruitment**
    a. Your Submission Form will be processed within 3-5 standard business days of receipt
        i. HQ will review your job descriptions for basic federal compliance and light copyediting
        ii. A member of HQ will contact you to confirm any necessary details and your anticipated launch date
    b. HQ publishes your listing to the GOTR Jobs Portal
        i. Additional (automated) outlets include Monster, talent.com, and ZipRecruiter
    c. HQ will provide a confirmation message once your listing is live, which includes
        i. Shareable hyperlink(s)
        ii. Scannable QR code(s)
        iii. Recommended social media advertising templates
        iv. Practical next steps information

3. **Closing Your Recruitment**
    a. When your offer letter is accepted by your next teammate, your recruitment's Hiring Manager will:
        - Send regret-to-inform messages to all other candidates (if not sent already)
        - Submit this CLI Closing Form
        - Submit this Incoming Staff Form
        - Connect with your Regional Director as needed for any further support with onboarding or orientation plans

Remember: GOTR HQ is here to support you throughout the recruitment process. We're excited to support your council as you prepare to welcome your next teammate!