

This document is modeled from [Ultronauts Inc. Recruitment Overview Document](#) and contains several direct quotes from the Ultronauts document. We thank and credit Ultronauts for this excellent example.

Advisory Board Selection Overview

Neurodiversity Employment Network: Philadelphia

Thank you for your interest in a volunteer position with Neurodiversity Employment Network's Advisory Board. This document aims to address common questions about Neurodiversity Employment Network: Philadelphia (section I), being a part of the Advisory Board (section II), and the Recruitment Process (section III).

If you have any questions that are not addressed in this document, please email Cait at cait@neurodiversityemploymentnetwork.org.

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I. Introduction

Organization Background

Neurodiversity Employment Network is a network connecting employers, academics, providers, vendors, job seekers, and other allies in the Greater Philadelphia region supporting one another to enable neurodivergent individuals to gain meaningful employment.

We host events throughout the year to bring the community together, work to create collaborations and relationships among different organizations in the Philadelphia area, and encourage organizations to embrace neurodiversity. We also maintain a central hub of resources and events related to neurodiversity and employment.

You can learn more about us by visiting our website: <https://neurodiversityemploymentnetwork.org/>

Our team

The [Board of Directors for Neurodiversity Employment Network](#) can be found on our website. In this role, you will be mostly communicating and working with the Director of Neurodiversity Employment Network, [Cait \(Rosica\) Russell](#).

II. Advisory Board Role

Job Description

We believe that neurodivergent voices should be at the center of all we do. We're looking for volunteers to give opinions on our programming, events, and future plans for the organization as we grow, specifically from the lived experience of neurodivergence.

An advisory board is a supplement to the Board of Directors. The main role of a member of the Advisory Board is to provide opinions and expertise on topics related to our mission. These opinions will be shared with the board to help inform organizational decisions.

Qualifications for this position include:

- Neurodivergent candidates are strongly encouraged to apply
- 11th grade & up, including any point in your career
- Interest or experience in neurodiversity and employment
- *Preferred: a part of a university, K-12 school, business, non-profit, or service provider organization related to neurodiversity*

Commitment & Availability

We are seeking volunteers for a one year term (from start until December 2023), which may continue if the applicant is interested in continuing to serve on the advisory board. Anticipated time commitment is 1-2 hours per month. Meetings will be decided on group availability, likely in the evenings during the week.

III. Recruitment Process

Process Overview

The recruitment process for candidates applying for the Advisory Board role is as follows:

1. Online Application using Google Forms (Due by 2/10/23)
2. Interview with Cait & Other Team Member(s) (Between 2/13/23-2/24/23)
3. Cait & Team Member(s) Recommend Candidates to Board of Directors on 3/7/23
4. Notification of decision by 3/13/23

We are happy to provide any accommodations or adjustments for interviews or the online application. Requests can be made to cait@neurodiversityemploymentnetwork.org and do not require any documentation or explanation.

Interviews

We seek to make the interviews as inclusive as possible.

During interviews, NEN team members will:

- Avoid tardiness and rescheduling, unless requested by a candidate
- Provide information about the interview process beforehand
- Provide the opportunity to complete the interview via chat
- Focus on skills and aptitudes, not on a candidate's socializing or communication style
- Ask the same interview questions of all candidates
- Ask competency-based questions informed by the job requirements
- Explain the next steps in the recruitment process

Interview

Candidates whose initial application matches our requirements are invited to a first interview: a 15-30 minute audio or video call. Non-speaking candidates can choose to do the first interview via text chat. Candidates will be notified ahead of time if more than one interviewer will be present during the interview.

For the First Interview:

- The interview will be scheduled at a time that is convenient for the candidate, and an invitation will be sent to the candidate ahead of time. If a candidate would prefer to do the interview via text chat, they can do so by emailing cait@neurodiversityemploymentnetwork.org in advance of their scheduled interview time to request a text chat interview.
- The interviewer will provide a brief introduction.

- The interviewer will ask a series of questions focused on Neurodiversity Employment Network, your past experiences (work/volunteer/academic), and the skills you can bring to the advisory board role.
- Candidates are encouraged to ask questions at any time during the interview, and are encouraged to add clarity at the end of the interview to any previous response.
- Applicants are welcome to email the interviewer after the interview, if they would like to add additional information to previous responses and/or explain a response or behavior, e.g., nervousness, frankness.
- During the interview, applicants may request: time to think, for a question to be repeated, or to skip a question and return to it at a later time.
- Applicants may request to have the interview rescheduled without consequence (before or at the start of an interview), if unable to proceed for personal reasons, e.g., relocation of home, anxiety, or illness.
- For applicants who have challenges with providing full answers, the interviewer will restate and provide prompting to encourage the candidate to add detail to responses.
- For applicants who have a tendency to elaborate and go over the allotted time for a question, the interviewer will provide gentle reminders of time restrictions.

Candidates or support professionals working with candidates who wish to discuss individual needs and accommodations during the interview process can do so by emailing cait@neurodiversityemploymentnetwork.org.

Process Accommodations

If any accommodations are needed during the recruitment process, we ask candidates to please contact cait@neurodiversityemploymentnetwork.org.

There is no need to disclose a condition to request accommodations. Accommodations might include having a professional support person (job coach, vocational counselor, career advisor, mental health professional) attend the interview, requesting a visual, video conference, opting for text responses in lieu of spoken responses.

General Questions

If you have any questions or need clarification at any time during the recruitment process, please contact Cait at cait@neurodiversityemploymentnetwork.org