



ALLFED's General Recruitment FAQs

for all ALLFED roles

Last reviewed: June 2026

**Please note: this document should be read in conjunction with
role descriptions and role-specific FAQs.**

The purpose of these FAQs is to provide an overview of our recruitment values and principles (as per our recruitment policy) and to answer the most common questions pertaining to all roles at ALLFED. It is shared with all the candidates and anyone else who desires an top-level insight into ALLFED's general recruitment processes.

Our Status

ALLFED Institute is a Delaware nonprofit corporation recognized as a public charity under Section 501(c)(3) of the Internal Revenue Code of 1986 [Tax-ID: 83-1717756].

Our Recruitment Principles

Accessibility & Assistance

We are committed to making our recruitment process as accessible as we reasonably can. **If you feel you could benefit from adjustments or special assistance to partake in our recruitment process, please check this out for more: [ALLFED's Code of Conduct: Accessibility Adjustments in Recruitment V.1.](#)**

We are happy to make any reasonable accommodations to facilitate your application (as long as they do not compromise the integrity of the recruitment process). We welcome accessibility requests and look forward to making our recruitment experience as smooth for you as possible. **If you have any special needs that make the standard recruitment**



process (as per role-specific FAQs difficult), please let us know by emailing team@allfed.info.

Note: you must still meet the essential criteria for the job, and be able to carry out the duties of the role to a good standard.

Non-discrimination

At ALLFED, we value diversity and are committed to non-discrimination and minimizing recruitment bias. We do not take into account factors such as age, race, gender, belief, or sexual orientation and reviewers generally only see your name and CV in the later stages of the application (please do not provide such details and do not send us CVs or other documents unless you are asked to do so).

Avoiding Bias/COI

While we welcome family and friends at ALLFED, such applications must be disclosed and are handled using our at-arms-length recruitment guidelines to avoid conflict of interest.

We ask that you do not engage in personal exchanges with our recruiters, do not contact them directly (unless explicitly asked to do so) and do not message them on LinkedIn or social media channels. There will be time enough to form connections once you are a part of the team. :)

Confidentiality

Our recruitment processes are GDPR-compliant.

Quality and Cost-Effectiveness

We aim for our recruitment process to be both quality and cost effective and regularly review it against these dual criteria.

We strive to be clear in our decision-making and apply consistent criteria throughout the recruitment process. We keep notes on our reasoning and rationale behind recruitment decisions and regularly review scoring and process integrity.

While we like to dig deep into the candidate's skill sets and organizational fit, we also strive to be as cost-effective as possible. Recruitment rounds may be terminated - for the



sake of cost-effectiveness as well as saving the candidates' time and resources - as soon as we feel we have found the right match.

Recruitment Pathways

We generally recruit internally first, as the candidates will already be familiar with our organisation, systems and processes. We generally open external recruitment if a new need arises that cannot be filled internally, or if we want to see how our internal candidates compare to others who may apply.

Even so, internal candidates are normally free to also participate in the open recruitment rounds should they choose to do so. Role-specific FAQs may provide additional information on the pathways specific to a given recruitment round.

Note: the purpose of the recruitment process is to ascertain mutual suitability with the effort (in cost and time) for both parties. If we already know the candidate's skills in a given area (by virtue of perhaps working with us or applying before), they may be able to skip a stage or a task. Any such consideration will be on the case-by-case basis; however, **we will always ensure that it does not jeopardize the integrity of the overall recruitment process or fair consideration of ALL candidates.**

Recruitment Stages

Pre-Recruitment

Deep consideration goes into launching a recruitment process, which all happens in the pre-recruitment stage. Here we will consider organizational needs, skills gaps and what we hope to achieve as well allocated internal resources to the recruitment process.

We would also normally be looking internally to check if our needs cannot be met within the organization.

Role-specific Stages

These may vary for each role or/and recruitment round. Please refer to your role-specific FAQs as needed. The last stage of the recruitment process will typically involve a check of qualifications and any due diligence we need appropriate for the role.



Post-Recruitment

The successful candidate will start their induction process. :)

We will debrief, number crunch and analyze recruitment data and feedback.

We will share key findings with all applicants for a role who have kindly given us feedback.

General Contract Terms

Contracts currently offered will be:

- a. independent contractor contracts
(self-employment rather than employment)
- b. on a rolling 3-month or 6-month basis
- c. payable in USD (potential for other currencies)

All our positions are open-ended. You can expect the contract to be renewed subject to organizational needs, deliverables and normal performance/team requirements. We are looking to develop long-term collaborations, and many of [our current team members](#) have been with ALLFED for several years now.

As you will be contracting with a US non-profit organization, most of our current contracts are expected to be payable in USD at this time.

Our experienced HR team will guide you through the contracting process as needed (with regard to any required documentation).

You will be able to find remuneration information in our online job descriptions, please refer to [ALLFED Roles](#) visible on our [Join-Us](#) webpage previously.

Benefits

The nature of our current contracts (as per the above) means that, as independent contractors, our team members currently take care of their own health benefits, insurance, holiday pay, etc.

Therefore, key benefits we currently provide primarily revolve around remote working, people's well-being, flexibility and work-life balance. Some examples of these are:



- d. As long as agreed meetings are attended and agreed projects delivered in a timely manner, you will be able structure your own work within our current project management processes. Some team members work early hours of the morning while some others enjoy working late at night.
- e. It's not usually a problem to take some time off as needed (pending any critical deadline etc.) It is easy to structure working with us alongside your other commitments.
- f. Due to the remote nature of working with us, we can provide work opportunities to candidates around the world (as long as you can reliably secure a good Internet connection).
- g. At ALLFED, we also care about the well being of our team a lot and have a range of wellbeing check-ins, socials and other activities to support being together as a remote team.

You can read more about what working with us is like [on our website](#).

Invoicing & Payment

During your work for us, you will be:

- using our internal tracking and project management systems to manage your work and time on a monthly basis,
- as soon as the month has ended, you can issue an invoice for the work done during that month,
- this will be checked against your timesheets and/or deliverables,
- assuming all is in order, a payment will be issued to your bank account.

We pay promptly (within 14 days at the latest). We can offer assistance with an online bank set up to easily accept USD and will share with you convenient online banking solutions used by most of our contractors.

Alternatives

We regularly receive questions about the range of opportunities that exist at ALLFED. Commonly these are:

1. contractors (as per this document)
2. interns (paid and unpaid)
3. volunteers
4. project collaborators



Common Questions

What is the start date?

You will find the answer to this, and other questions specific to the role you may be applying for in role-specific FAQs. The purpose of this document is to answer general questions that apply to ALL recruitment at ALLFED.

Part-time vs full time position?

Many ALLFED roles can be either part time or full time, in the range of 20 to 40 hours per week. There's also a possibility of transition or adjusting the hours in line with other life commitments. Please refer to FAQs for a specific post for details.

Is there any possibility of starting part time and moving to full-time?

It depends on our needs at the time. There is often a possibility of job shares and sometimes a possibility of starting part time and moving to full time.

Are there any general requirements for ALLFED roles?

Yes, these are specified in every role description as "general requirements".

They generally involve things such as access to suitable equipment and internal access (essential for any remote working), English language requirements and mission-alignment. Please see your role description for details.

What availability is required for ALLFED roles?

As a globally remote organization, we generally do not have specific days and hours that our team members need to work and we have people working in multiple time zones.

Having said that, you will of course need to be able to collaborate effectively with all team members and must be able to sometimes take calls at awkward times (e.g. super early in the morning or very late at night). Jobs need to get done and if your colleagues in other parts of the globe need to check in, you will need to make this happen. In cases like this - especially if regular meetings are needed - colleagues negotiate to spread the



inconvenience. Other than attending such meetings, you will largely be able to set your own business-as-usual working hours.

We generally offer key team meetings in multiple time zones.

What accessibility assistance do you offer?

Refer to [Inclusivity & Accessibility Adjustments in Recruitment](#)

What are your general recruitment processes and principles?

Refer to [ALLFED's Recruitment Policy](#).

Any other general questions?

Feel free to email us at: team@allfed.info. For any other questions please see the role specific FAQs first, as per Introduction.

We will add generic answers to questions from candidates above (if useful for all).