

## RECRUITMENT & HIRING FAQs

### RESOURCING HUMANS

The Circle is an advocate for resourcing staff wellbeing and nourishment and you can read more about this [here](#). The Circle has implemented a 4 day work week. Office hours are Monday to Thursday from 8:30 AM – 4:30 PM with flexibility for home, community and cultural responsibilities. Generous health and wellness benefits are provided. We provide 12 days vacation, flexible working hours, and generous leave days. The Circle has a paid winter closure between December and January.

### WORK FROM HOME

We currently work from home. We are aware that working from home brings with it added complexities re: work life balance, use of space, and a lot of personal discipline. We provide a generous WFH stipend to ensure that staff have a suitable work space in their home - including a good ergonomic set up to support body well-being - and supplies required to do their work, including hardware and software provided by the organization. We also have access to shared office locations with partner organizations in Toronto and Vancouver where team members can sometimes access a workspace by request.

### POTENTIAL INTERVIEW QUESTIONS

Here are samples of the questions we're likely to ask during first interviews. We share them here to honour the value of doing deeper thinking to respond more fully to questions like these:

- Share a story about your community, who are they, where do they reside and who else calls you kin
- What excites you most about The Circle, the position you're applying for, and helping to support our purpose?
- The Circle is committed to intentionality, Indigenous values, and a sustainable pace to achieve transformation in philanthropy. Tell us a story that demonstrates your relevant experience and ability to activate the principles of Abundance, Reciprocity, Accountability and Curiosity
- Share an example of a workplace policy grounded in Indigenous wisdom, or describe what it means to decolonize workplace policies and practices?
- What are the practices that keep you energized, nourished and connected?

- Share examples of how your approach to the position you're applying for would be informed by your wisdom as an Indigenous person or your direct experience in Indigenous communities

## **FIRST 90 DAYS**

The first 90 days at The Circle will be a lovely ride - a time for connecting with team members, getting oriented to our systems, and developing your pathway for systems integration and implementation using tools like Asana, Xero, GSuite and Salesforce. Your first week will be an orientation to our existing policies and systems and setting up your email, doing some internal set up, and getting your home office ready. Week 2 will consist of meeting team members, learning more about our programming and how our organizational policies, procedures and processes support the team and this work, and beginning to practice at a new pace while you continue orienting to the organization. In weeks 3 and 4, we'll carry on with some team building, integrating your growing knowledge of the organization through applied learning, and work plan development for the coming year.

This is just a small taste of the variety of work, expectations and opportunities that will be presented in the first 90 days among other duties. While we don't expect perfection or encourage a culture of overwhelm, we do bring focus, intention and energy to moving through our days together with high trust and value on following through while honouring family, community and cultural responsibilities.

## **STILL HAVE QUESTIONS?**

**You can learn more about our work by reading or listening to the following:**

- [The Circle's Year in Review: SPRING 2024 - FALL 2025](#)
- [Not your typical conference: Insights about hosting from The Circle's All My Relations gathering](#)
- [The I4DM Definitional Matrix](#)
- [White Dominant Culture & Something Different - a worksheet](#)