

Hiring Process

What to Expect from the YC Recruitment Process

We seek mission-driven candidates who want to be part of an organization dedicated to elevating youth voices and inspiring agency and a sense of belonging among young New Yorkers. During the recruitment process, we try to ensure that candidates have an opportunity to engage with various members of our team. Our goal is to identify exceptional candidates who will thrive and deliver exceptional results once hired. An applicant can expect to be engaged in the process anywhere from an average of four to eight weeks.

Let's go over the steps of the hiring process:

Application: All applicants must submit a cover letter and resume. Some positions may require that applicants also submit a writing or work sample. Please note that applicants will not proceed to the next step if they have not followed the application instructions.

Selection: Each application submitted to YC will be reviewed by the hiring manager. If your application meets the requirements for the position, you may receive an email to inquire about your availability for a video/phone prescreening call. The prescreening call gives you the opportunity to explain why you're interested in YC, to share your experiences that are relevant to the position for which you've applied. Please note that a prescreening call doesn't guarantee an in-person interview.

Interview: If your skillset is identified as a good match for the position after the prescreening call, you may be invited for an in-person interview. In these interviews, we want to make sure candidates meet some of the individuals with whom they will work if hired. While we do our best to schedule these meetings soon after the phone screen is held, the scheduling may take several days to finalize. Once we finalize all schedules, an in-person interview may consist of a group format or series of interviews with various team members.

Depending on the position, applicants may be asked to complete a performance task relevant to the skills required for the position. These exercises are meant both to provide candidates with a glimpse of the day-to-day work associated with the position they've applied for and to give us a sense of their skills related to the demands of the job. In some cases, performance tasks are given before interviews take place. In some cases, we might request additional meetings or calls with the candidate following the in-person interview.

COVID-19 Update: All interviews will be held virtually until further notice.

The Reference Checks Process: If we decide to advance your application in the hiring process, we will contact your references to gather additional feedback. YC will review the references and then decide to either proceed with an offer or to consider other candidates.

The Offer Stage: This is our favorite stage—when we offer you a position to join our team! A member of the YC team will extend a verbal offer of employment, followed a few days later with an official offer letter with on-boarding instructions, and an overview of benefits. We'll work with you to ensure a successful launch to what we hope will be an experience affording you many opportunities to grow professionally.