



FARM SANCTUARY

Interview Guide

Thank you for your interest in Farm Sanctuary and the work that we do! We're excited you've decided to interview with us. Your interview will give you an opportunity to meet some of our team and get a feel for what it's like to work here. We've put together this guide to give you an idea of what your interviews will entail. If you have any questions or feedback throughout the recruiting process, please contact our recruiter. We look forward to meeting you!

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WHEN SHOULD I APPLY?

When you see a position posted, we encourage you to apply as soon as possible. Applications are assessed on a rolling basis, unless a submission deadline is included in the application.

WHAT CAN I EXPECT DURING THE INTERVIEW PROCESS?

Our recruiting process - from the time a position is posted on our website to when we extend an offer - generally takes two to three months. Unless stated otherwise in a job description, we assess applications on a rolling basis, so if you are interested in one of our open positions, we encourage you to apply as soon as you can. If our hiring team is interested in moving forward with your application, they will reach out to you via email.

TIP: Be sure to check your spam inbox, as we send candidates emails through our Applicant Tracking System and they have been known to be flagged as spam!

Throughout your interviews, you will meet members of your prospective team, as well as other key players working alongside them. While our process may vary slightly depending on the role and department you apply for, expect to go through our standard interview process. Below is a list of possible types of interviews that candidates may experience during our hiring process, depending on the position you are applying for:

HR Phone Screen

This is the first stage of every interview process, and it is conducted by a member of our Human Resources team. During this stage, the interviewer mainly assesses whether the candidate's values, goals, and experiences align with the position to which they applied.

This stage generally includes up to 10 questions and is between 15-20 minutes long.

Virtual Interview

This interview is with a department representative where the open position lives. During virtual interviews, the interviewer will ask more position-specific questions and dive deeper into your experience and skills. This stage is generally 30-60 minutes.

Panel Interview

It can be tempting to want to memorize all of the typical interview questions, but we want you to be yourself. We're more concerned with getting to know you than we are with hearing what might be the "right" answer.

Working Interview

This stage is included in our standard interview plan for hands-on animal care, animal environment, and site operations positions. During this stage, you will be invited onsite to do some of the daily tasks you would expect to see for the job in which you applied. This stage can vary from a day to three days in length. Candidates are paid for their time.

Meet and Greet

This stage is generally included for positions that have direct reports. The Meet and Greet is very informal; it simply allows the potential new hire to get to know the team members they will be working with and vice versa. This stage is generally about 15-20 minutes.

Technical Assessment

An assessment is sometimes included for positions in our technology, finance, and communications departments. Candidates will receive instructions via email and will be given a deadline for when the assignment is due.

Our interviewers will do their best to leave time at the end of the interview for your questions. During the HR phone screen, you can expect to receive answers to questions about company culture, personal experience at Farm Sanctuary, and general information about the department/position. Position-specific questions should be directed to department hiring managers at later stages of

the process, as they will have a clearer idea of daily responsibilities, position expectations, department goals, etc. If there isn't enough time remaining in your interview to ask questions, please feel welcome to email them to the recruiter.

WHAT KIND OF QUESTIONS CAN I EXPECT DURING AN INTERVIEW?

Interview questions vary depending on the interview stage. In general, we ask open-ended questions to get a better idea of how you solve problems and approach your work. We want to understand how you think, how you interact with a team, and what your strengths are. We also want to identify how we can best support each individual so that they are set up for success in their new role! We don't believe brain teaser questions are necessarily effective in providing insight into how successful an individual will be at a job, so you do not need to anticipate any of them during your interviews. We ultimately want to assess your skills and see if you and the role you applied for are a match.

HOW DOES FARM SANCTUARY EVALUATE CANDIDATES?

We understand the importance of structured hiring, which is why every candidate is assessed using clear scorecards. We use the same scorecard to assess each individual so that everyone is being evaluated based on the same criteria. We require hiring managers to support their scorecards with examples to be as objective as possible in their assessments. We are committed to making sure our process remains as equitable and inclusive as possible.

Strength of role specific skills

We appreciate it when candidates share examples to support their responses. For instance, rather than saying "I have experience as a supervisor," you might

add, “An example of this is when I managed a team from conception of idea to implementation. I also received glowing praise from my supervisor on the success of the project.” While it is important to have role-specific skills and qualifications, we also acknowledge that not everyone has the same access to formal training or educational opportunities. We emphasize experience and acumen over academic or professional degrees. We also recognize that skills can be transferable. If you don’t have all of the skills the position demands, be sure to articulate how the skills you do have can be transferred to the position that you are applying for.

Values

We aim to hire individuals who share our organizational values and commitment to Diversity, Equity, and Inclusion. We also look for mission-aligned individuals committed to growing alongside Farm Sanctuary. What inspires you about the work that we do? How do you embody our values – whether through the past work you’ve done, volunteer experiences, or character? In the role you applied for, how do you see yourself upholding our organizational values?

Culture

At Farm Sanctuary, we aren’t looking for someone who will merely fit in with those around them. We are looking for individuals who add to the team culture and environment. That is why we refer to candidates as being cultural “adds” versus cultural “fits.” What experiences, qualities, or identities do you bring to the team that differs from what is already there?

HOW MANY INTERVIEW STAGES CAN I EXPECT?

Our standard interview plan consists of an application review, HR phone screen, virtual interview, reference check, and decision/final candidate communication. That is the most basic interview plan, but each position must include (at least) these stages. Many positions, especially our more senior-level positions, require additional interviews and/or assessments in addition to the stages included in our standard interview plan.

WHAT SHOULD I WEAR TO MY INTERVIEW?

If it is an HR phone screen or phone interview, feel free to wear your PJs! If you are interviewing virtually, we recommend you simply wear something you feel comfortable in. You are more than welcome to use camera plug-ins to hide your background if you'd prefer, but we also love seeing you in your natural habitat!

If you apply for an animal care or site operations position and are invited for an onsite working interview and skills assessment, your hiring manager will guide you through what to wear and bring with you. In general, they will suggest you wear comfortable clothing that you don't mind getting dirty. In addition, we require staff in these hands-on roles to wear closed-toed shoes.

WHO DOES FARM SANCTUARY HIRE?

We aim to hire individuals who contribute positively to Farm Sanctuary's work environment, uphold our values, and further our mission of protecting farmed animals by seeking bold and innovative solutions. We are committed to finding qualified candidates who are diverse (varying perspectives and life experiences), constructive, collaborative, accountable, inclusive, and growth-minded. Above all, we look for compassionate and respectful individuals. We understand that you are evaluating us just as much as we are evaluating you throughout this process, so making sure we are also what YOU are looking for is very important to us!

HOW CAN I PREPARE FOR AN INTERVIEW?

Test your technology

It is a good rule of thumb to test your technology prior to your interview. Make sure that your webcam and audio are working and that your

Wi-Fi connection is strong. If you do not have a webcam for a virtual interview, please let our recruiter know so that we can find a solution.

Minimize distractions

We suggest making sure all mobile phones and smart devices are turned off for the duration of your interview. If you are sharing space with other individuals, it may be helpful to let them know about your interview so that they can limit the noise they make during your interview time. Ultimately, we want to be able to hear you and have a great conversation with as few distractions as possible.

Be prepared

One of the best ways to prepare for our interviews is to review the job description and to know it well. It is also important to get familiar with who we are: our values, goals, and mission. You can also think through some questions you may have for your interviewer about the position, company culture, etc.

Practice, don't memorize

It can be tempting to want to memorize all of the typical interview questions, but we want you to be yourself. We're more concerned with getting to know you than we are with hearing what might be the "right" answer.

Be yourself

While interviews are primarily to assess skill sets and qualifications, they are also an opportunity for us to get to know you better. Be prepared to tell us about yourself. What excites you? How do you feel supported in a role?

Reach out if you need accessibility accommodations

We want all individuals to have the opportunity to interview with us, and we do not want accessibility to be a barrier. If you require an accessibility accommodation, please reach out to our Recruiter so that we can accommodate your needs in a way that makes you comfortable and confident.

Thank your interviewer

While it is unnecessary, we find that following up your interview with a “thank you” email to your interviewer can go a long way. That reaffirms your commitment and interest in the role, and it shows the interviewer that you are willing to go the extra mile.

THANK YOU FOR YOUR TIME

We appreciate you taking time out of your day to interview with us. Regardless of the outcome, we want you to leave your interviews with the team feeling energized and more excited at the prospect of working at Farm Sanctuary.