



**Building
Communities.
Empowering
Readers.**

WITS Development Coordinator Interview Process FAQs

What happens after I submit my resume?

After submission, the Hiring Team will review each resume and reach out to potential candidates. Selected candidates will begin to hear back following the role close date.

What is the interview process?

Selected candidates will be expected to come to the WITS office for an in-person interview with the Hiring Team (2-3 potential WITS colleagues) and the Chief Development Officer. This will be a structured interview and all candidates will be asked the same questions. Candidates that are selected to move on to the second round will come into the office and meet with the Chief Development Officer and The Chief Executive Officer.

The expected timeline is:

- Application window open January 17 – February 7
- First round of interviews will take place between February 7 – February 16
- Second round interviews will take place between February 20 – February 27
- Positions will be offered to candidate by March 8.
- Ideal start date: March 20

Will I need references?

Yes, candidates are asked to provide three references when they apply. References will be contacted after the second round of interviews.

What should I wear?

WITS is a casual office that regularly interacts in corporate offices and schools. Please wear what you feel most comfortable in to be your best self during the interview.