

# PARTNER RECRUITMENT GUIDE

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# LETTER FROM LEADERSHIP

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Hello Partners:

I am so grateful to serve as the founding Program Director of Tulsa Service Year. Working with you and the robust organizations you lead has been a great privilege. Tulsa Service Year is continuing to put a small city on the national map, by recruiting graduates to infuse Tulsa with a new energy. This program is yet another step as we aim to boost Tulsa's population and gather the minds of a new generation.

Working with all of you, our partner organizations, gives both our fellows and myself a chance to witness and participate first-hand in a concerted effort dedicated to making real impact, both social and economic for Tulsans, and particularly those who're traditionally underrepresented and underserved.

As we prepare for the recruitment of our 2021-2022 cohort, I look forward to working with our existing partners and welcoming new ones. This guide will provide you with information and resources you will need to support you throughout the TSY Fellowship recruitment process. As always, if you have questions please contact me directly or refer to our website.



**Thank you for all the  
work you do!  
I look forward to the  
upcoming year!**

# ABOUT TULSA SERVICE YEAR

We are looking for the next generation of change makers.

Tulsa Service Year wants the best, brightest, and most change-focused new college graduates to join us on the testing ground of social strategies for a year of service work. Our promise is to help our fellows grow as much as possible. As host sites, you play such an intricate role in this fellowship program.

## Our program goals are to:

**Catalyze their career** with a year of hands-on, high-impact work in a city driven by innovation and entrepreneurship.

**Catalyze their community** by learning and working alongside creative, ambitious, passionate thinkers.

**Catalyze Tulsa**, as we welcome their bold, imaginative ideas to address our nation's most pressing challenges.

# PARTNER EXPECTATIONS

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Over the course of onboarding and during the Fellowship, you can expect:

## **ACCOUNTABILITY**

We will always strive to model the expectations we have of our Partners and Fellows.

## **CLEAR COMMUNICATION**

We commit to being transparent and responsive (responding promptly to your requests, proactively sharing any updates, and supporting you during the matching and placement process, as well as throughout the Fellowship experience). We will share any important information about the program and address any of your concerns in a timely manner.

## **DEVELOPMENT THROUGH PARTNERSHIP**

As a leadership development organization, we commit to providing you with open, honest, specific, and actionable feedback if we see an opportunity for it to support your pursuit of hosting a TSY Fellow.

## **OPEN FEEDBACK**

At any point in our process, we welcome feedback, formally and informally, from our partners.

## WHAT WE NEED FROM YOU

Our ability to be responsive to partner and candidate needs informs how we're able to solve problems and make progress during matching and placement and throughout the Fellowship. **Timely and responsive communication from you allows the TSY team to spend our time playing the role that we are best positioned to do: supporting our finalist candidates and Partners.**

Our primary goal is to ensure that we are supporting our fellows and partners to have the greatest impact possible in the communities they serve.

# IMPORTANT DATES

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It is imperative that partner organizations and finalists adhere to the following timeline in order to ensure a smooth and impactful interview and onboarding process for all parties involved. The dates for this year's recruitment cycle are listed below. Please note that the Partner Application deadline represents the last date you can submit a proposal to request a TSY fellow for the 2021-2022 year.

## FELLOWSHIP APPLICATIONS OPEN FROM:

# MAR 15-APR 16

MAR  
22

### Partner Application Opens

We recommend that you review the application questions with the appropriate stakeholders in your organization so that you're prepared to submit your application swiftly.

MAR  
25

### Host Informational Session | 4pm

This informational is helpful for any partner or potential partner. Hosted on Zoom, you can ask questions about the interviewing, selection, and onboarding process.

APR  
2

### Partner Application Closes

# IMPORTANT DATES

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APR  
**6**

**Selection of Host Site Partners**

APR  
**13**

**MANDATORY Partner Orientation**

This will be scheduled with JazzHR and at least one representative from your organization will need to be present. Ideally, it will be the member of your organization that will be interviewing the final candidates. During this orientation, you will learn how to use the ATS platform to schedule and score your interviews and select your candidates.

APR  
**19-23**

**Candidate Interviews with TSY Team**

APR MAY  
**26 -7**

**Partner Interviews (Round 2 + 3)**

MAY  
**10**

**Partner Submit Top 2 Finalists to TSY**

MAY  
**12**

**Notify Candidates of Mutual Placement**

# DURING MATCHING + PLACEMENT

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- Hiring Managers are expected to maintain regular communication with TSY staff. Our collective impact and learning rests on consistent collaboration and communication. **We ask that you commit to being transparent and responsive by proactively seeking our support, and by responding to all communications from the TSY staff promptly.** Our primary means of communication will be via email. If you have a pressing need to that needs to be answered ASAP, please let us know so that we can arrange for a phone call. If challenges arise during the hiring process, please share these challenges proactively with us.
- Complete all action items by the appointed deadlines. There are several time-bound action steps for you to complete in our onboarding process. If you are unable to meet a deadline, proactively share this with us. Each of the steps that we've outlined are critical to ensuring a successful matching and placement process.
- During our Partner Orientation, you will learn more details about the interview process. **We have a 3-step interview process, per candidate, one with the TSY Team and the other two with the partner.**
- Once you have completed interviewing and have selected your Top 2 candidates in ranking order, **please submit them within 1 business day** to the TSY team to see if there has been a mutual match and finalize placements.
- If selected, the TSY team will notify you of the fellow placed at your organization.

# ONCE YOUR FELLOW IS PLACED

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- Help us invest in your fellow's professional development. Fellows are required to complete all social, leadership, and professional development programming and attendance is a mandatory component of the Fellowship. Please avoid scheduling any conflicting work-related activities on programming days. We encourage you to engage with your fellow about their learning from our workshops and how it could inform their work at your organization.
- Please ensure your fellow has a dedicated supervisor that checks in with them at least once a week. The supervisor plays a dual manager and mentor role, providing guidance, support, and access to the information, resources, and stakeholders necessary for the fellow to work effectively and deliver impact. The supervisor should be available for most of the project duration - not taking extended leave while hosting a TSY fellow.
- Continue to provide your fellow with a well-scoped role and project. We understand that work and contexts shift but your fellows should always have clear deliverables and a well-defined role within the organization.
- Support your fellow to be an adaptive leader. Be sure to provide your fellow with timely, additional support, information, or resources as needed and help address any challenges they may face over the course of their Fellowship.
- Be sure to provide responsive feedback. Please offer your fellow and the TSY Director timely feedback to promote strong outcomes and ensure any issues are being addressed in real time.

# CONCLUSION

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Thank you for your interest in partnering with Tulsa Service Year! We appreciate your commitment to the next generation of leaders and look forward to working with you in the months ahead. As always, if you have any questions please refer to our website or feel to contact me.

- *Andreyana*

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