

# Developing Data Capacity

## How to Integrate Data Literacy into your Normal Hiring Process



Before you post an open position or recruit a new staff member consider what level of data literacy someone in that position should have and what role you want them to play in using data in your organization. Ask yourself the following questions before you finalize any job posting details and prepare in advance how you will screen for them during the hiring process.

### Consider the position's relationship to data in the organization:

- What, if any, data will this staffer be responsible for collecting?
- What, if any, data will this staffer receive from others?
- What data will the staffer be responsible for using on a regular basis to inform their practice or someone else's?
- Who will this staff need to communicate with using data? (eg. Management, assistants, board members)
- Are there any specific data skills that this staffer must possess in order to adequately perform the job?

### Consider the applicant pool:

- Will there be people with the experience and skills you need in your usual applicant pool?
- If not, where else might you post the job or recruit applicants from?
- If not, are there any likely applicants who could be trained quickly on this front? Are you willing to train them?
- Can you rely on credentials (eg. degrees or certifications) to screen for data literacy and specific data skills?

### Consider each applicant:

- What is their past experience with data?
- What specific skills or strengths do they have with data?
- Ask them to complete a sample exercise as part of the interview process that tests their data literacy.