

## Vacancy Resources for Subrecipients

### **Job Posting Resources:**

- [Indeed](#)
- [Zip Recruiter](#)
- [Idealist](#)
- [LinkedIn](#)
- [Google Jobs](#)
- [Talent](#)
- [Monster](#)
- [CareerBuilder](#)
- [Impact Opportunity](#)
- [Nonprofit Career Network](#)
- [Young Nonprofit Professionals Network](#)
- [Foundation List](#)
- [Hispanic Latino Professional Association \(HLPAA\)](#)
- [Diversity.com](#)
- [Black Career Women's Network \(BCWN\)](#)
- [HBCU Connect](#)
- [Professional Diversity Network](#)
- Local colleges, local organizations
- Agency website and social media accounts

### **Frequently Asked Questions:**

**Q: Are we able to include advertising costs on our budget?**

A: Yes. The cost of advertising to recruit MOVA funded personnel – including newspaper notices, website posting, job boards is allowable.

**Q: Are we able to include costs for a consultant to help with hiring and recruitment on our budget?**

A; Yes. Consultant costs are allowable. In order to add such a cost to your budget, you would need to complete a budget amendment and all included costs should be pro-rated appropriately by the percentage of cost directly related to the award.

**Q: Are employee CORI or background check costs allowable?**

A: Yes, costs to process a CORI and/or background check are allowable.

**Q: Are we able to offer sign on bonuses?**

A: Yes, as outlined in your policies and procedures, hiring or retention bonuses are allowable. Any bonus or compensation paid with grant funds must be reasonable and necessary to support the work funded under the grant. Subrecipients must treat all employees (or prospective employees) equally when determining bonuses, without regard to the source of funding being used.

**Q: Are we able to adjust the hours of the position on the budget? For example, we have a vacant full-time position but would like to create two part-time positions instead.**

A: If you are interested in modifying position(s) on your currently approved budget, please contact your program coordinator to discuss. We are able to offer flexibility in order to support the needs of your program.

**Q: If we are interested in a prospective employee from out of state, are employee relocation costs allowable?**

A: No, costs to relocate an employee are unallowable.

**Q: Are remote work costs for MOVA funded employees allowable?**

A: Remote work costs/stipends (such as electricity/utility/internet stipends) are unallowable. However, pro-rated reimbursement for personal phone usage is allowable.

**Q: If we have a vacancy on our budget, are we able to include existing staff on the budget temporarily in order to meet the needs of clients until the position is filled?**

A: Yes. However, you must receive MOVA approval prior to making this change and/or using temporary personnel to cover the vacancy. You may also consider requesting to include a consultant for specified services (for example, interpretation) on the approved budget during the vacancy to meet client needs.

**Q: Are we able to add executive directors, board members, and other top-level administrators who are temporarily fulfilling the duties of the vacant position to the budget?**

A: As stated in the policies and procedures manual, coordination activities and roles performed by executive directors, board members, and other top-level administrators are allowable only to the extent that such activities are integral to facilitating direct services. Management activities performed by said members should not be supported with VSS funds. The addition of executive directors and administrators should be proposed in a budget amendment.

**Q: Do you have any suggestions to increase the quality of response to our postings?**

A: You may consider including the salary range and work location/expectations in the job posting to inform candidates of the expectations prior to applying. If the position is for a bilingual or other specialized position, you may consider bonuses and/or increasing the salary range where possible.

**Hiring & Recruitment Strategies to Consider:**

- Review job descriptions to ensure that all essential information is included and accurate. Include any appropriate details that may impact an applicant's ability to accept a job offer such as salary range, benefits, work location, etc.
- Consider the educational requirements included in job descriptions. It may be appropriate to consider life experience and transferrable skills in place of specific educational requirements and/or degrees.
- Evaluate starting salaries and wage ranges to see if there is the possibility for increases. Pay increases are allowable in your budget, although they must be approved by your program coordinator prior to implementation if they will be covered by your MOVA-administered award.
- Consultants to assist with recruitment and hiring may be helpful and are allowable in your budget. Any budget changes must be approved by your program coordinator prior to costs being included in expenditure reports for reimbursement.
- Share job postings with your networks and with current employees. People who know your agency and your work may have good ideas about potential candidates to share the job posting with.
- Consider doing phone screenings with applicants that you are interested in moving forward with prior to offering interviews. Phone screening questions can offer the opportunity to identify candidates that may or may not be appropriate to move forward to the interview stage with. For example, confirming that the applicant is comfortable with the work location and compensation.
- Include peers in the interview and hiring process. Often employees with the same or similar job responsibilities can offer important insight into potential candidates.

*\*updated 9/2023*