

Hiring Process

These steps outline a typical hiring process at Instruction Partners, but your experience may vary to a degree.



Our talent team consistently reviews the hiring process to maintain efficiency and equity. We've standardized our hiring practices to provide every candidate with a similar experience, no matter the role. We offer our hiring managers anti-bias training, form diverse hiring panels with staff who sit at various levels, and encourage transparency throughout our process. At every stage of the process, you will receive a notification via email as to whether or not you have advanced.

1 Application review

Our hiring process begins with a thorough review of your application and resume. If selected to advance, you will receive an invitation to complete a one-way video interview.

2 One-way video interview

Once you receive your invitation to complete a one-way video interview, you will have five days to record and submit your video for review.

3 Content exercise or work sample

If you are selected to advance after your one-way video interview, you will receive an invitation to complete a content exercise or work sample. If the role requires a content exercise, you will complete an activity to help you better understand the nature of the role and to allow us to better understand how you approach the type of work required of the role. If the role requires a work sample, you will receive two or three prompts to submit work that you have previously completed in the course of your career. To protect all candidates' intellectual property, content exercises and work samples are seen only by the reviewer for the role.

4 Panel interview

The panel interview is our chance to learn about each other. We will learn more about your background and experiences, and you will learn more about the role, our organization, and our culture. The panel usually consists of the hiring manager, one or two teammates who will work alongside whomever fills the role, and a team member from another department who will have interactions with whomever fills the role. Panel interviews are typically 60–90 minutes long and take place via a Zoom call.

5 References, selection and offer

Before extending an offer, the hiring manager will contact your professional references. We only communicate with references after the final interview round, and we will only do so after confirming with you that we may move forward with contacting them. Once references have been completed and a finalist has been selected, the hiring manager will extend the offer verbally over the phone before we email the official offer letter.