



# Interview Guidebook

**MDA**<sup>®</sup>

Muscular Dystrophy Association



## Chicago National Office:

161 N. Clark, Suite 3550, Chicago, IL 60601

Our Chicago national office is in an excellent location, right in the heart of The Loop, offering employees convenient access to transportation, shopping, restaurants and much more! The office space itself is an open floorplan to promote increased collaboration and communication for all teams, while providing breathtaking views of the Windy City.

## New York National Office:

11 E. 44th St., 17<sup>th</sup> Floor, New York, NY 10017

Our NY office, situated one short block from Grand Central Station, couldn't be more conveniently located. With easy access to a variety of subway lines via either Grand Central or nearby Times Square, MDA is surrounded by some of the city's finest shops and restaurants. Manhattan's famed theater district is just a short walk away; closer destinations include the New York Public Library at 42<sup>nd</sup> Street and the adjacent Bryant Park—a beloved NYC public space. MDA's newly-re-designed office space boasts an open floorplan providing plenty of light, as well as a highly collegial atmosphere.

# Recruiting at MDA

**MDA takes recruiting and our candidates seriously:**

MDA is a forward-thinking organization committed to providing our families with breakthroughs in research, care and support. We strive to be an employer for top talent who want stability, growth and amazing management.

We want candidates to know we are invested in growing their career and developing their skills — all while providing a diverse work environment.

We have designed a recruiting process around how to best communicate what it's like to work at MDA. We want to ensure that you, the candidate, gets a sense of the position, our culture and the community in which you would be working. It takes a special person to have the heart, care and desire to help others, and we want to hire the special person who aligns with our incredible mission.

# Recruiting Process at MDA



**Apply**  
on [MDA.jobs.net](https://mda.jobs.net)



**Skills/Talent  
Assessment**



**Phone Interview**



**In-Person  
interview**



**Follow-Up  
Interview**



**Feedback**

\*Not a representation of all interview processes,  
which can change based on location and position.

# Resume Screening and Next Steps



## Resume screening and review:

Before applying to the posted role, we encourage you to review your experience against the job description qualifications to make sure you are a fit for the position. When reading your resume, we will look to identify your skills and experience against our qualifications listed for the position.

## Skills test:

After we review your resume, we may invite you to take a skills or talent assessment to learn more about you. This could include a technical assessment or an assessment to learn more about your fundraising and/or management skills.

## Phone interview:

At the phone interview stage, a member of the HR team will speak with you to share in-depth details about the role and ask you questions around how your skills and qualifications align with the position. At this time, we also answer any questions you may have, along with identifying salary requirements and communicating the next steps in the interview process.

## After the phone interview:

If we are aligned in our interest to move forward and you are selected to continue in the interview process, a member of the MDA team will reach out to you to schedule an in-person or phone meeting with the hiring manager. If, after the phone interview, you are not selected to move forward for the position you applied, we will communicate the status to you, typically via email. At this point, we also encourage you to continue to review our openings as well as local volunteer opportunities. If you are passionate about our mission, we want you to be a part of MDA in any way possible. Our families will benefit from having more support from individuals who feel strongly about advancing our mission.

# MDA

## In-Person Interview



### Interview invite:

Congratulations! At this stage, we have found your experience to be a potential match for the open position. At this time, we are inviting you to a local office to meet with the hiring manager and possibly the team. We have MDA offices across the country, so it's important for you to experience the local MDA culture to ensure that you feel like you would be a great match for us and would fit into the office environment.

### Scheduling your day:

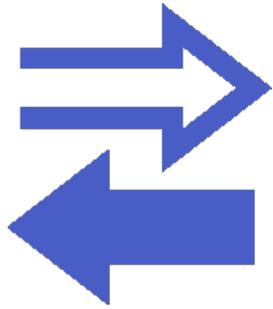
Typically, an in-person interview can last from one to two hours and includes meeting two hiring managers, one in person and one typically via Skype video. We recommend bringing along three copies of your resume and being prepared for behavioral and experience-related interview questions.

Think about your experience and background and how MDA's open position aligns with the skills you can bring to the table. Be prepared with questions you have about the role as well. We encourage candidates to dress appropriately for the interview as well. Most offices are a casual office environment, so you can expect to see MDA interviewers in casual attire. However, we want to see you in attire that presents you in the best way — we welcome suits or business attire for your interview day.

### Presentation:

Some of our positions require the interviewee to present on a topic. An example could be, "Why should a sponsor work with MDA?" We encourage candidates to review our website at [MDA.org](http://MDA.org) to gather more information if asked to present during their interview. We like to see our candidates think "outside of the box," so make sure you have fresh ideas and be prepared to present them. We will be looking for excellent presentation skills, enthusiasm for our mission and your creativity in how and what you are presenting.

# After the Interview



## Interview debrief:

After all interviews for the position have concluded, everyone you met with will give feedback on the candidates. A decision is typically made during this time as to whether you will be moving forward in the process. We will communicate this to you typically within five business days.

## Outcome:

During the debrief, there may be additional questions regarding your experiences and skills that come up, which may require an additional discussion with you; this could be in person or over the phone. If there are not any outstanding questions, we may proceed with putting together an offer package or letting you know you were not selected for the position. If you are not selected, you will receive a phone call or email to notify you. During this phase of the interview process, we try to work quickly to communicate the results. We respect the time you have taken to meet with us and learn more about our mission, and we will try our best to move as fast as possible with the results of the process.

## Follow-up:

If you are selected for the position, typically the hiring manager will reach out to you to share the good news. They will present the basics of the offer and explain that your HR contact will be sending you the offer documents along with a background check link that begins the onboarding process.

If you are not selected with an offer, we encourage you to review our open roles and volunteer opportunities. Your HR contact also may mention and direct you to other roles at MDA that may be a fit. We also encourage you to stay connected with your HR contact and follow us on our social media platforms like LinkedIn and Glassdoor to stay informed about our hiring updates.

