Hiring Process - Editor for Steps Guide

1. All members of the Literature Committee and the Board of Trustees, by their service to A.R.T.S. Anonymous, agree to hold themselves to a top level of total confidentiality during this process. This includes names and details of all applications for the position, contents of discussions and communications. It is understood that the inability to maintain complete confidentiality is always harmful to individuals and the program as a whole, and could bar one from further service on the Committee or the Board of Trustees.

2. A reasonable deadline for receiving applications for the position of Editor for the Steps Guide will be determined once the Literature Committee is confident of a completed manuscript and is satisfied that there are a good number of qualified candidates.

3. The Board of Trustees appoints the Literature Committee to review all applications, conduct initial interviews, and choose two or three finalists. The Literature Committee reviews the applications, or assigns a Subcommittee to review applications.

4. When hiring an editor for the A.R.T.S. Anonymous Twelve Step Guide, the usual requirement of at least three years of membership in A.R.T.S. is reduced to one year.

5. All applicants are asked to edit the same “test” material for the purpose of determining their editing ability.

6. So as to maintain complete impartiality, edited samples are submitted to a designated member of the Literature Committee. This member assigns a number to each candidate's sample, and presents them to the rest of the Literature Committee in a uniform manner (for example, using the same font and font size).

7. The Literature Committee chooses potential candidates to interview. Interviews may include but are not limited to the following areas:
    A. The candidate’s ability to work with the Literature Committee, such as receiving feedback and providing revisions
    B. A review of the job description, including development of the timeline for drafts and revisions
    C. The candidate’s experience, strength and hope with recovery
    D. The presentation of a “bid” for what they believe the entire project is worth to them

8. The Literature Committee chooses 2-3 candidates to recommend to the Board of Trustees. No applicants are dismissed at this time, in case others are needed.

9. The Board of Trustees reviews the recommendations and may choose to interview the recommended candidates. Interviews include a discussion of possible terms for payment. The Board of Trustees makes the final decision and offer.

10. The Literature Committee makes further recommendations to the Board of Trustees if asked.