

## **Diocese of West Missouri Recommended Hiring Process**

Ensure the open position has been approved for hiring and has been approved in the organization's budget prior to beginning the hiring process.

1. Determine skills, education, and experiences required for a candidate to successfully fill the open position. A Job Description for the position is recommended.
2. The Bishop (Diocese) or Rector (Parish) has final hiring approval.
3. Source candidates. Church-based Job Clubs or non-profit websites ([npconnect.org](http://npconnect.org)) or perhaps the local unemployment office.
4. Write out the interview questions to ensure the questions asked will solicit responses reflecting the applicant's actual prior work experiences and demonstrate use of his/her skills and judgment in past situations. Use these same questions consistently in each interview for the same position.
5. Select the top three to five applicants that most closely fit the requirements of the position.
6. Prior to interviews taking place the applicant should complete the [Church Employment Application](#). This can be done prior to the interview or at least prior to the job offer.
7. Schedule and conduct interviews during which each interviewer will keep notes reflecting the interview questions asked and the applicant responses.
8. All interview notes should be sent along with the resume and application to the final decision maker.
9. Following completion of all interviews, make a decision to proceed with a job offer or continue the search.

### **MAKING THE JOB OFFER**

1. Before extending an offer, conduct at least two reference checks (see [Conducting a Reference Check for a Child or Youth Worker](#)) for sample questions. Whenever possible, speak directly to the applicant's immediate supervisor. Notes of reference checks should be given to the final decision maker.
2. Make the job offer personally, either on the phone or in person. Have the salary, benefits, starting date, works hours/days at hand prior to the contact.
3. Expect that the applicant may wish to think over the offer, not immediately accepting. The applicant may want to negotiate the terms of the offer.
4. If the applicant accepts, follow up with a [Written Offer Letter](#) (see sample template supplied by the Diocese). The offer of employment is contingent on the successful completion of background check and proof of eligibility to work in the

United States (form I-9). Until an I-9 is satisfactorily completed, the new hire may not work.

5. Applications of persons not receiving an offer should be separated from the interview/reference notes and filed by month received for potential consideration for future opening. It is best practice to retain applications and resumes for 1 year. Interview/reference notes may be destroyed after 180 days.
6. The hiring supervisor should make contact with the unsuccessful applicants. Encourage them in their job search and wish them well.

## **POST JOB OFFER**

### **Background Request**

1. Review the [Safe Church, Safe Communities Training Certification & Screening Expectations](#).
2. Based on the position, have the candidate complete the online [Background Information Release Form](#).
3. Background Results will be completed within 5 days of receipt and results communicated to the Contact person listed on the form.

### **On-Boarding**

1. On the first day, have the new-hire paperwork ready for completion. This includes: online Background Request process (if not already processed—see above) the I-9, Federal and Missouri W-4 forms, Direct Deposit information, and Benefit enrollment forms.
2. Conduct a tour of the office, introduce other staff members, and provide basic instructions on the work area, office machines, time-keeping procedures, computer log-on information, establishment of e-mail, etc.
3. Provide new-hire with access to the [Safe Church Policy](#).
4. Contact the Safe Church Coordinator [hr-finasst@diowestmo.org](mailto:hr-finasst@diowestmo.org) with employee name, email and role to be set up to take the on-line coursework. Refer to the Safe Church, Safe Communities Training Certification & Screening Expectations (see above) to advise the new hire which courses to complete. Advise new hire to expect email with link to complete coursework, providing certificates upon completion.
5. Provide a copy of the Employee Handbook for the new hire to read. Schedule a time for the next day to review and answer any questions regarding the handbook. Remember to get the signed Employee Handbook receipt for placement in the employee file.
6. During the first two weeks, schedule brief meetings with the new hire and each of the other staff members to ensure the new hire understands the various functions of the office and other staff members' basic job duties. This is a good time to discuss expectations with the new hire.

### **Setting Up the Employee File**

The employee's personal information including Social Security number, date of birth, address,

and compensation specifics are highly confidential. Access to this information must be strictly controlled and files must be kept in a secure locked cabinet.

Files should include:

- Application
- W-4 (Federal and State)
- Direct Deposit Authorization
- Emergency Contact Information Signed
- Receipt of Staff Handbook
- Signed performance goals, reviews, or other performance documentation
- Safe Church certificates of completion or transcript from Praesidium website.  
(Diocese HR Administrator can provide for you [hr-finasst@diowestmo.org](mailto:hr-finasst@diowestmo.org))
- Benefit Enrollment Forms
- Background Results
- 403B plan enrollment
- Department of Justice Form I-9 (can be stored in one file for all employees)

### **File Maintenance/Retention**

Employee Files and Payroll records may be destroyed 7 years after termination of employee.



