

CENTRAL HIRING GUIDE

V4.0 | September 2020

**STARTING THE PROCESS**

1. **Do you have the green light to hire for this position from the Executive Pastor**? If yes, keep reading! If not, do not pass go, do not collect $200, and come on back when you do.
2. **Campus Pastor will write the job description** (feel free to ask for help)

Templates available at [www.southhillscentral.org](http://www.southhillscentral.org)

1. **Job Description Approval** via email to Executive Pastor
2. **Let the fun begin!** You should now have an approved job description, hours, and approved pay rate, let central help with the rest by emailing the Central Director to start the fun!

**Inside hire?** You should know if they’re wacky or not,skip to the next section. (Interviews)

**Outside hire?** We will email HR to post your job description, do you want help sifting through the resumes? If not, they can all go directly to you (or your designated staff).

**The Interview Process**

**Step 1**: Phone Call Interview (for outside hires only)

This is a short and sweet interview that will filter out anyone who doesn’t share our core values (want help with questions to ask, [click here](https://docs.google.com/forms/d/1MxXIWezr2BJqWWHgjXZv6rA-GI-u-ym2odtA4wX1imk/viewform?edit_requested=true))

**Step 2: In person Interview** (with direct report)

Campus Pastor will take candidates they chose to move forward with and do an in person interview. Helpful questions to ask can be found [here](https://docs.google.com/forms/d/1F4Ue3Sxjcw0VbU7VRHYpiNQDqZq2_C01tyt15zetGhk/viewform?edit_requested=true).

**Step 3**: **Schedule** **Group Interview** (here are some questions to ask, [click here](https://docs.google.com/forms/d/1IWTe78MnVxLWDg2mmqvgSE-W-T-Ax3cR_m7bgZc9ZQE/edit))

This is a great way to measure competency, character, and chemistry all at once!

* Campus pastor present to continue to measure **character**
* Central team member or SVT leader present to measure **competency**
* Campus Team member present to measure **chemistry**

This team should debrief any red flags or feedback right after interviews

**Speaking Role? Worship Role?**

If there is a level in which they can or should engage with their potential role have them do so. If this for a speaking role have them speak where appropriate. If this is for a worship leader have them lead worship on a Sunday.

**The Final Countdown**

**Reference Check**

Call all listed references using the reference check form found [here](https://docs.google.com/forms/d/1ryD-m-XxDLWBNfjt1udlZFhNMUXsG4mi8mfsbFA7kP4/edit).

**Personality Assessments**

Used to further test compatibility and understand your candidate more fully. The enneagram is a test suggested for every serious candidate. You may purchase a test to send to your candidate at: <https://www.enneagraminstitute.com/>

Other suggested tests are Meyers Briggs and Strength Finders.

**At this point**, you have determined which candidate you would like to make the job offer to, send their information, resume, and interview notes to HR for the final interview.

**What’s Left**? An interview with HR, the Executive Pastor Interview, and background check.

**Did they survive?** HR extends the job offer! And you can start the onboarding process, [click here.](https://www.southhillscentral.org/hiring-guide)