

# southhills

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## CENTRAL HIRING GUIDE

V4.0 | April 2022

## STARTING THE PROCESS:

1. **Do you have the green light to hire for this position from Moses?** 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 as needed from previous descriptions
3. **Job Description Approval** via email to Moses
4. **Let the fun begin!** You should now have an approved job description, hours, and approved pay rate, let central help with the rest by filling out the [Hiring Request Form!](#)

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

**Outside hire?** Central will post your job description and sift through resumes.

## 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](#))

**Step 2: In person Interview** (with Central Director or SVT Lead)

Helpful questions to ask can be found [HERE](#) and [HERE](#).

**Step 3: Schedule Second or Group Interview** (here are some questions to ask, [click here](#))

This step can include SVT Lead, Campus Pastor and/or Other Campus Staff (as requested by CP)

For Group Interviews:

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:

**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 and background check.

**Did they survive?** HR extends the job offer! And the onboarding process begins!

## Optional Steps:

### Reference Check

Call all listed references using the reference check form found [here](#).

### 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.