



CENTRAL HIRING GUIDE

V5.0 | June 2023

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 from Central)
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 and hours, let central help with the rest by filling out the [Hiring Request Form!](#)

Outside hire? Central will post your job description, sift through resumes, and follow the process below.

Inside hire? You probably know if they're wacky or not, but we still need them to follow the process.

The Interview Process:

Step 1: Candidate Selected - Central Operations Director

Staff values, code of conduct, social media conduct, and statement of faith are sent potential candidates that we would like to begin the interview process with. Candidates must review documents.

Step 2: Phone Call Interview - Central Operations Director

The goal is to get to have a baseline understanding of a person and filter out anyone who doesn't share our **core values**. Questions that are typically asked can be found [here](#). Pay range and scale are presented. Follow up on documents that were sent prior to the interview.

Step 3: Central Director Interview

The goal in this step of the process is to see if the candidate is a **culture fit** at South Hills. The focus of questions is aimed to reveal the candidate's personality, convictions, and story. Essentially, will this person be a fit on the bus?

Step 4: Panel Interview

The goal of this step is to reveal the candidate's **competency** for the role. This step should include the SVT Lead, leaders/directors from other campuses in the same department, and/or other campus staff (as requested by CP). This team should debrief and give feedback immediately after the interview. Essentially, if this person is on the bus - are they on the right seat and can they hold that seat?

Step 5: Campus Pastor

The primary goal of this step is to gauge the candidate's **chemistry** with the campus pastor, the and the campus itself. If the campus pastor would like to meet with the candidate multiple times, they are welcome to do so. If the candidate is a personal reference from the campus pastor, this step can be bypassed.

Other Notes:

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.

Pivots Within The Process...

Some candidates maybe a great fit at South Hills but not pan out for the position for logistical reasons. If this is the case, Central may take the opportunity to find a fit for them at another campus and open position.

The Final Countdown:

The Campus Pastor will make the final decision if the candidate will be hired or not. Let Jenn know either way and as soon as possible.

What's Left? An interview with HR and background check, plus reference checks completed by Jenn.

Did they survive HR's interview/background check? HR extends the job offer letter , which is first approved by Moses. Once the offer letter is signed/returned by candidate, the onboarding process begins!

Ready to go! Once the above process is complete, you are able to bring the staff member aboard. Jenn will send you weekly updates during the process.

Questions about the process? Feel free to reach out to Jenn at jenn.papale@southhills.org