

## **RECOMMENDED HIRING PROCEDURE**

The success of this process is largely dependent upon having done previous groundwork, such as prioritizing needs, setting goals and formulating a job description.

- **Parish Search Committee**

The use of a search committee is helpful and should include all or some of the committee who did the groundwork. Additional members may be selected from various groups within the parish.

- **Information Packet**

A special information packet is beneficial for any applicant, especially for someone outside the area. The applicants should have as much information about the parish as possible. The following information is recommended:

- Application - See **Appendix 6**, *Sample Parish Employment Application*;
- Parish Profile;
- Mission Statement for Parish;
- Job Description for Position - See **Appendices 4 and 5** for tools in creating this job description.
- Benefits Package

- **Salary**

A salary range should be established for the position.

- **Advertising**

It is important to let the community know that the parish is planning to hire a DRE / YM. It is requested also that any parish in search of DRE / YM notify the appropriate Diocesan Director. The methods of advertising the position may include the following:

1. Parish Bulletin;
2. Diocesan Newspaper/Newsletters;
3. Local Newspapers;
4. Colleges and Universities; and
5. National Publications / Web Sites.

- **Screen Resumes**

Resumes are received, acknowledged and screened in order to determine which applicants should meet the minimum position requirements.

- **Interviewing Top Candidates**

The Search Committee conducts interviews. A second round of interviews may also be necessary. Candidates are given applications to complete and return, by signing the application, the applicant gives permission to contact references.

**Appendix 7A, 7B, and 7C** provides *Sample Letters for the Search Committee*. **Appendix 8** is *A Guide for Interviewing*.

- **Check References and Review College Transcripts**

References are checked. Educational credentials are verified, if applicable to position. **Appendix 9** is a sample *Reference Check* form.

- **Criminal Background Check**

The committee may also want to require a standard criminal background check for the candidate chosen. **Appendix 11** is a release to complete a *Police Background Check*.

- **Offer Position to the Best Candidate**

An offer is made to the most qualified candidate. Generally, this offer is made through a telephone call from the pastor or chair of the Search Committee, and then confirmed in writing. With the exception of educators and educational administrators, employment contracts are not provided.

- **Accountability**

Applicants who were not selected are notified either orally or in writing as soon as possible after the most qualified candidate accepts the offer.