

## HOW THE HIRING PROCESS WILL WORK

We hope the hiring process will take place and be completed no later than 3 months from posting the add. However, we understand finding the right fit is more important than meeting the timeframe.

**Step 1:**

Applicant submits resume and requested materials. Confirmation of receipt of resume should be given to the candidate via email or phone.

**Step 2:**

Committee begins to review submitted resumes and identifies those candidates who they feel might be of interest.

**Step 3:**

Committee sends initial questionnaire to candidates of interest. Candidate will return answered questions to the committee.

**Step 4:**

Committee will review initial questionnaires returned and further identify candidates who they would like to meet with in a Zoom interview.

**Step 5:**

Committee will contact candidates for an interview and conduct Zoom/Skype interview with the candidate.

**Step 6:**

Follow Up Questions sheet will be sent to those candidates the committee is still interested in to be returned to the committee.

**Step 7:**

Recommendation of top candidates will be made to the Shepherds/Minister and materials will be given to the leadership about each recommended candidate.

**Step 8:**

Shepherds and Minister will conduct a Zoom interview with prospective candidate.

**Step 9:**

Shepherds will invite qualified candidates for an in-person interview OR will request further information if necessary from candidate.

**Step 10:**

Candidate will attend an in-person interview in which they will teach a teen class, preach, meet with the parents, meet with Shepherds and Minister, etc.

**Step 11:**

Follow up questions or interviews if required. Otherwise, Shepherds will submit job offer to top candidate.