HIRING MANAGER
HIRING PROCESS

- Get approval to hire from Exec Director if out of budget
- Work with HR to create/update job description and gain approval

- For fulltime and part time positions, (except greeters), positions must be sent out to our Staff 5 days before being posted on our website and any recruiting apps!
- Email HR@cpcdanville.org a job description with 2-3 line description of what the job entails and she will post to staff and on then on the CPC website" FOR 5 DAYS BEFORE POSTING TO THE PUBLIC
- If you choose, post job on job posting websites such as Indeed.Each ministry needs to manage/pay for recruiting of candidates

- Have candidates complete CPC/Ministry job application (can be found on our website Home page, under About Us, Employment Opportunities)
- Conduct 2-3 interviews per candidate: with manager, peer and Pastor if necessary. Applicant Reference Form Posted on Staff Central
    - If position will be working with minors - Complete the Child Student Reference form posted on Staff Central"
- Set apt. for HR to interview candidate for culture fit after there is consensus from the team that this is a strong applicant to consider (not applicable for greeters and other certain positions)
- Complete PAF and attached with application, resume, references and job description to request an Offer Letter and email to hr@cpcdanville.org

- Call candidate and offer job
- Send Offer letter to sign
    - If Minor, send Intent to Employ to be signed by parent and Work Permit to be signed by their school
- Get signed offer letter from candidate
    - If minor, have parent sign Intent to Work Form and have them have the school sign the Work permit
    - Email document(s) to hr@cpcdanville.org

- Payroll & Benefits sends candidate Livescan forms to go and process
    - P&B will notify HR & HM of Livescan results
- P&B sends onboarding link from Paychex to new employee
- Hiring managers reaches out to new employee to confirm start date and where the employee should report to work

- **A COMPLETE CHECKLIST OF ALL THE HIRING STEPS WILL BE EMAILED TO THE HIRING MANAGER POST LIVESCAN RESULTS**