

## Locally Funded School Hiring Steps

	HIRING STEP	WHO	DEADLINE	PROGRAM	HIRING GUIDE
0	New Positions Only - Complete Commitment and get board approval	Local Entity		Form on Conf Website	
1	Create a Requisition (Position Opening)	Local Entity	Before anyone can apply	Cyber Recruiter	p3
2	Conference reviews and opens requisition	Conference HR	By End of Next Business Day	Cyber Recruiter	
3	Applicants apply online	Applicant	Ongoing	Careers Website	p6
4A	Review applications, Select Applicants, change statuses to	Local Entity	Ongoing	Cyber Recruiter	p8
4B	Perform initial screening, change status to "04 - Screening	Local Entity	Ongoing	Cyber Recruiter	p11
4C	Call and check references of Applicants, change statuses to "04a - Reference Check Completed"	Local Entity	As Needed	Cyber Recruiter	p11
5	Schedule/Conduct interviews, change status to "05 - Interview Completed"	Local Entity	As Needed	Cyber Recruiter	p12
6	Request Membership/Stewardship checks by changing status to "06 - Membership/Stewardship Check Office/School"	Local Entity	As Needed	Cyber Recruiter	p12
7	Conference HR checks Membership and Stewardship	Conference HR	Depends on church response	Cyber Recruiter	
8	Extend a verbal offer and update status to "08 - Verbal Offer Accepted"	Local Entity	As Needed	Cyber Recruiter	p13-15
9A.	Input Job Offer information when approved to proceed. NOTE: Allow enough time before hire date to complete remainder of steps.	Local Entity	As Needed		p13-15
9B.	Select the corresponding Job Offer Letter from the Templates	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
9C.	Email offer letter. Change Status to "09-Written Offer Extended"	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
9D	School Assigns the Demographics Task to Applicant	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
10A	Applicant must look at his/her email to accept the Offer letter.	Applicant	By Offer Expiration Date	Applicant's Email	p16
10B	Applicant completes Demographics Information.	Applicant	By Offer Expiration Date	Careers Website (via email)	p16
11A	Send potential hire for fingerprint screening	Local Entity	Immediately	NONE - Done locally	
11B	Once Applicant has passed the Fingerprint Screening, change status to: "11 - Background Check Passed"	Local Entity	Immediately after receipt of a successful Fingerprint Report	Cyber Recruiter	p17
11C	Board reviews Application, Reference Checks, and Fingerprint Screening results and votes to approve or reject applicant	Local Entity	Immediately after receipt of a successful Fingerprint Report	NONE - by Board	
12	Change Applicant's Status to: "12 - Ready to Hire" NOTE: Status Date must match the Hire Date in the Offer Letter	Local Entity	At least 2 business days before the Hire Date	Cyber Recruiter	p18
13	Email not Selected Applicants	Local Entity	Immediately after prior step	Cyber Recruiter	p19
14	Close requisition when all openings are filled for this requisition	Local Entity	Immediately when filled	Cyber Recruiter	p21
15	Complete New Hire/Rehire Action Form NOTE: If person has ever worked for the conference in any capacity, you must	Local Entity	At least 2 business days before the Hire Date	HR Actions (ESS account)	p24
16	Conference HR reviews New Hire/Rehire Form and emails applicant ESS Account and onboarding instructions	Conference HR	By End of Next Business Day	HR Actions (ESS account)	
17	Applicant sets up up his/her ESS Account and completes I-9 Page 1	Applicant	<b>By the Hire Date</b>	My Actions (ESS account)	p25
18	Applicant Completes Additional Onboarding Forms	Applicant	<b>By the Hire Date</b>	My Actions (ESS account)	p25
19	Complete I-9 Page 2	Local Entity	<b>By the Hire Date</b>	HR Actions (ESS account)	p27
20	Verify forms and approves the New Hire Final Checklist	Local Entity	Before the Payroll Deadline	HR Actions (ESS account)	p28
21	HR Approves New Hire/Rehire Final Checklist.	Conference HR	Before the Payroll Deadline	HR Actions (ESS account)	
22	Schools may only submit electronic sub payment request	Local Entity	As needed	HR Actions (ESS account)	

## Locally Funded Church Hiring Steps

	HIRING STEP	WHO	DEADLINE	PROGRAM	HIRING GUIDE
0	New Positions Only - Complete Commitment and get board approval	Local Entity		Form on Conf Website	
1	Create a Requisition (Position Opening)	Local Entity	Before anyone can apply	Cyber Recruiter	p3
2	Conference reviews and opens requisition	Conference HR	By End of Next Business Day	Cyber Recruiter	
3	Applicants apply online	Applicant	Ongoing	Careers Website	p6
4A	Review applications, Select Applicants, change statuses to "03 - Ready for Screening"	Local Entity	Ongoing	Cyber Recruiter	p8
4B	Perform initial screening, change status to "04 - Screening	Local Entity	Ongoing	Cyber Recruiter	p11
4C	Call and check references of Applicants, change statuses to	Local Entity	As Needed	Cyber Recruiter	p11
5	Schedule/Conduct interviews, change status to "05 - Interview Completed"	Local Entity	As Needed	Cyber Recruiter	p12
6	Start Membership/Stewardship checks by changing status to "06 - Membership/Stewardship Check - Church"	Local Entity	As Needed	Cyber Recruiter	p12
7	Verify Membership and Stewardship with church clerk and treasurer	Local Entity	As Needed	Cyber Recruiter	
8	Extend a verbal offer and update status to "08 - Verbal Offer Accepted"	Local Entity	As Needed	Cyber Recruiter	p13-15
9A.	Input Job Offer information when approved to proceed. NOTE: Allow enough time before hire date to complete remainder of steps.	Local Entity	As Needed	Cyber Recruiter	p13-15
9B.	Select the corresponding Job Offer Letter from the Templates	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
9C.	Email offer letter. Change Status to "09-Written Offer Extended"	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
9D	School Assigns the Demographics Task to Applicant	Local Entity	Immediately after prior step	Cyber Recruiter	p13-15
10A	Applicant must look at his/her email to accept the Offer letter.	Applicant	By Offer Expiration Date	Applicant's Email	p16
10B	Applicant completes Demographics Information.	Applicant	By Offer Expiration Date	Careers Website (via email)	p16
11A	Applicant uploads Background Check forms and copy of identification	Applicant	By Offer Expiration Date	Careers Website (via email)	p16
11B	Conference Completes Background check	Conference HR	Can take 4-6 days	Cyber Recruiter	p17
12	Change Applicant's Status to: "12 - Ready to Hire" NOTE: Status Date must match the Hire Date in the Offer Letter	Local Entity	After clean background check but before the Hire Date	Cyber Recruiter	p18
13	Email not Selected Applicants	Local Entity	Immediately after prior step	Cyber Recruiter	p19
14	Close requisition when all openings are filled for this requisition	Local Entity	Immediately when filled	Cyber Recruiter	p21
15	Complete New Hire/Rehire Action Form NOTE: If person has ever worked for the conference in any capacity, you must	Local Entity	At least 2 business days before the Hire Date	HR Actions (ESS account)	p24
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19	Complete I-9 Page 2	Local Entity	<b>By the Hire Date</b>	HR Actions (ESS account)	p27
20	Verify forms and approve the New Hire Final Checklist	Local Entity	Before the Payroll Deadline	HR Actions (ESS account)	p28
21	HR Approves New Hire/Rehire Final Checklist.	Conference HR	Before the Payroll Deadline	HR Actions (ESS account)	