



HIRING PROCESS AND PROCEDURE

Find links to the following sources at crossroadsabc.com/inside

- Role Description Template
- Crossroads Church Hiring Application
- Sample Telephone Screening Interview Guide
- Human Metrics Test
- Spiritual Gifts Assessment
Registration key: 2014-553
- Sample Offer Letter

Hiring Procedure

1. Create job/role description and email to Directional Team Lead or CEO. Review *Role Description Template* for preferred format.
2. Be certain that the position is approved and obtain the approved salary range from CEO.
3. Notify the Pastor of Operations of your plans to hire. This step is very important as it initiates the assignment of resources (computer, phone, etc.).
4. Before the first interview, have the candidate complete a Hiring Application online (go to: crossroadsabc.com > Quick Links > Jobs) and provide a copy of his/her resume.
5. Review resumes and conduct screening interviews (if needed) to narrow the candidate pool to qualified candidates you wish to pursue. Review *Sample Telephone Screening Interview Guide*.
6. Based on screening interviews, email all applicants of where they stand and what they can expect in terms of contact, timeline and interviews.
7. For qualified candidates, have candidates complete the two pre-employment profiles that Crossroads Church utilizes before the first meeting.
 - a. The Human Metrics Test
<http://www.humanmetrics.com/cgi-win/jtypes2.asp>
Online profile that highlights the personality type of the candidate according to Myers-Briggs.
 - b. The Spiritual Gifts Assessment
<http://www.assessme.org/2014.aspx> Registration key: 2014-553
Online assessment that highlights top spiritual gifts.

NORTHGLENN

10451 Huron Street
Northglenn, CO 80234

THORNTON

53 E. 128th Avenue
Thornton, CO 80241

FT. LUPTON

1115 1st Street
Ft. Lupton, CO 80601

303.452.5332

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8. Schedule interviews for candidate(s) depending on the level of the position.
 - a. For full-time staff (3 interviews): The candidate should interview with his/her immediate supervisor (and campus pastor if campus staff), a representative from another division, and at least one Directional Tea, member.
 - b. For part-time staff (2 interviews): The candidate should interview with his/her immediate supervisor (and the team's Directional Team Lead), and a representative from another team.
 - c. For internal promotions (3 interviews): The internal promotion candidate should interview with his/her immediate report, a representative from another team, and at least one Directional Team Lead member.
9. After all interviews have been completed and references checked, an offer may be made to the candidate verbally and with a letter. This letter is to be written and sent by the Pastor of Operations.
 - a. The offer letter should include all of the following: position title, salary, eligibility for benefits, vacation time, job location, start date with time and location to report to work, and a copy of the job description. Review [Sample Offer Letter](#).
 - b. All candidates not selected, notify Pastor of Operations to send a letter thanking them for participating in the process.

Note: For nursery, childcare, and maintenance staff hiring are not subject to this process and the hiring discretion is with supervisor and department.

Pre-Hiring Checklist

- Create Role Description (Directional Team Lead)
- Contact Pastor of Operations and CEO
- Job Classification Worksheet/Determine salary range (CEO)
- Determine office/phone space. Are they on campus or off?
(Pastor of Operations)

Application Checklist

- Employment application & resume submitted
- Interviews completed
- For qualified candidates:
 - Background screening
 - Check references
 - Human Metrics Test

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- Spiritual Gifts Assessment
- Pastor of Operations send offer/thank you letters

Post-Hiring Checklist

(New employee is placed into a MYCC Process Queue)

- Notify #All Staff
- Payroll docs completed (*Pastor of Operations*)
- Benefit forms filed (*Business Admin (BA)/Accountant*)
- Add to MYCC (*BA*)
- Notify staff (*BA*)
- Create email account (*Pastor of Operations*)
- Confirm computer needs (*Pastor of Operations*)
- Updated website/connections (*Communications*)
- Train in MYCC (*Communications*)
- Campus codes and keys (*BA*)
- Schedule benefits orientation (*CEO*)
- Application for membership (*Exec Secretary*)
- Update org chart (*CEO*)
- Add contact info to Google Doc: All Staff > All Staff Info List
- Order Business Cards and Email Signature (notify *Communications*)
- Supervisor add to MYCC departmental groups (*Supervisor*)
- 90-Day evaluation (*Directional Team Lead or CEO*)

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