

10 STEPS OF EFFECTIVE HIRING



UMC HUMAN
RESOURCES
SUPPORT

www.gcfa.org

Hiring the right candidate for the job strikes at the heart of accomplishing your ministry. It can be a time-consuming and difficult task. However, with some advanced legwork and planning regarding the needs of the organization and a solid recruitment plan, the hiring process can be responsive to the call upon your ministerial work. Prayer helps. However, prayer with legs will definitely be a game changer.

1

IDENTIFY HIRING NEED

Is the position newly formed or recently vacated? In either case, the hiring staff should meet to create a prioritized list of job requirements including special qualifications, characteristics, and experience wanted from a candidate.

2

CREATE A JOB DESCRIPTION

Do the job requirements form a sound basis for the job description? Necessary information includes essential functions to be performed in the role. Help candidates see the advantages of working in ministry with you (i.e., workplace environment, compensation and benefits, perks, etc.). Promote specific criteria that are relevant to the job and your recruiting goals. Utilize the job description to communicate expectations about performance to candidates. A good job description helps ensure effective performance in the job.

3

RECRUITING

What will be the hiring process, steps, and communication channels used and by whom? Map out a strategy for attracting and hiring the best-qualified candidate and help to ensure a diverse applicant pool, which includes women and underrepresented groups including veterans and individuals with disabilities. Include a timeline of the recruitment process, and the criteria for initial candidate screening. Also, make a note of who will serve on your selection committee, ask interview questions, and how to document the conversations.

Where should a job listing be posted? The job listing should be advertised internally so current employees can apply and make referrals. Other avenues for posting are the company's website, online job boards, social media, job fairs, and industry publications. Also, add to the recruitment plan specific advertising channels that can be used to achieve those goals.

4

APPLICANT TRACKING

As job applications arrive by email or via an applicant tracking system, the hiring staff reviews résumés/CVs and cover letters based on the criteria established. Unqualified candidates' applications are removed from the applicant pool.

5

SCREENING QUESTIONS AND INTERVIEW

In the initial screening process, qualified candidates are given a screening interview to gather preliminary information. These are typically conducted through phone calls with HR representatives. HR will explain the interviewing process during this step and answer any questions the candidates may have.

6

INTERVIEWS

How many interviews should be conducted? Depending on the size of the selection committee, several interviews should be scheduled for each candidate.

Initial interviews are typically in-person, one-on-one interviews with applicants and the hiring manager and focus on applicants' experience, skills, work history, and availability.

Additional meetings with management, staff, executives, and other members of the organization can be one-on-one or panel interviews, formal or relaxed, on-site, off-site, or online (Skype, Google Hangouts, etc.). These interviews are in-depth. In some organizations, each interviewer focuses on a specific subject or aspect of the job being filled to avoid overlap between interviews and to discover more about the applicants. These meetings are crucial to narrowing your candidate pool.

The organization's senior leadership – individually or as a team – might conduct final interviews with a very select pool of top candidates.

7

DECISION

How is the decision made? The hiring staff confers and evaluates applicants based on their interview notes, job experience, skills and talent assessments, and all other relevant information. A top choice should be identified and agreed on. A backup candidate selection should be made, as well. If no candidates meet the hiring criteria, the hiring process should be re-posted and extended.

8

JOB OFFER

Offering the job includes providing an offer letter stating the position's salary, start date, and other terms and conditions of employment that are based on the agreement between the organization and the candidate. It should be clear that the candidate understands the terms of the offer. The candidate may agree and sign, initiate negotiations (typically focusing on salary), or turn down the offer.

9

BACKGROUND AND REFERENCE CHECKS

Based on your organization's policy, you may choose to administer a background check to review a candidate's criminal record and to verify employment history and eligibility. Drug testing may also be warranted, depending on your hiring policies. Reference checks can verify candidates' employment details including job performance, strengths, and weaknesses.

10

ONBOARDING

Now, what to do? A comprehensive onboarding process is a crucial step in the hiring process. It should involve making the new employee feel welcome even before he or she officially joins the organization. The completion of new hire paperwork, preparing his or her workspace, providing necessary access credentials for work applications and networks, and outlining an orientation and training schedule can significantly speed up the learning curve and transition for new employees.

Recruitment services is a “start-to-finish” service offered by GCFA’s Human Resources Department. From developing job descriptions to posting the position, reviewing resumes, phone screenings, interview question preparation, training the selection committee on best practices of interviews, travel, and onsite management. Once a candidate has been selected, HR will help draft and deliver the offer letter, conduct background checks, check references and tailor a custom onboarding orientation process.

For more information on recruitment services for your annual conference, please contact us at **ConnectionalRelations@gcfa.org or 615-369-2395.**



Contact us at ConnectionalRelations@gcfa.org or 615-369-2395 for more information on recruitment services for your annual conference.