

Protocol for Hiring of New CPLC Employees

The following outline is an overview of a proposed vetting and hiring policy for potential CPLC employees. For the most part, the following outline is presented in chronological order.

Goal(s): The hiring of new employees should be a collaborative process. Our mission is a very focused one, and resumes, bios, and applications do not always tell the complete story of how a person might feel about our mission or relate to the challenges we face. In addition, one of our goals is to increase our outreach within various cultural groups, and we trust that new employees will also share that goal.

By having a consensus on new hires, it is hoped that we bring on employees who will make significant contributions for many years.

- I. **Initiation of Process:** Department or Ministry Director (the hiring Director) provides details of the open position to the Human Resources (HR) Director and Executive Director, including:
 - A. Job Title
 - B. Replacement or New Position
 - C. Job Description and Key Qualifications for Position
(refer to or request from HR the most recent job description for all replacement positions)
 - D. Estimated Salary Range/Current Salary if Replacement
 - E. Desired Start Date

- II. **Internal Approval of Position:** In the following order and includes approval of info in I above:
 - A. Department or Ministry Director requesting position be filled
 - B. HR/Operations: Includes confirmation that position is/isn't in compliance with budget
 - C. Executive Director

- III. **Advertising of Position:** Hiring Director should coordinate with Communications Department to post job on one or all of the following depending on the position:
 - A. CPLC website, social media, and e-communications as appropriate;
 - B. Diocese of Dallas and YCP job portals, and possibly various university portals;
 - C. For Director-level position, the job may also be posted via paid job boards
(e.g. Indeed, Catholic Jobs, etc)

- IV. **Solicitation of Applications:** Via III above to be sent to HR Director by email only

- V. **Processing of Applications:**
 - A. Initial Review by HR Director
 - B. HR Director will send copies of Applications/Resumes to hiring Director based on his or her preferences:
 1. All applications or
 2. Only those applications meeting certain criteria
 - C. Preliminary Determinations by hiring Director in collaboration with HR:
 1. Safe Environment Cleared: Probably has/does not have existing SE clearance
 2. Desired Salary Range: Probably fits within targeted salary range
 3. Health Coverage: May or may not need a plan for health coverage
 4. No Red Flags: For example, no controversial postings on social media

NOTE: Caution should be taken in determining these factors

- VI. **Initial Round of Interviews:**
 - A. Hiring Director selects applicants for interview based on feedback from persons involved in II above.
 - B. HR Director prepares summary memo of benefits in collaboration with hiring Director (form available).

- C. HR Director to schedule interview dates and times in collaboration with persons listed in Part II.
- D. Interview Agenda:
 - 1. **Prior to interview:** HR Director will communicate any questions or requests to applicant that CPLC interviewers would like answered BEFORE they visit with potential employee (e.g. specific area of experience or expertise, request writing sample, confirmation of bilingual skills, etc.)
 - 2. **First Interview:**
 - a. Interview of candidate by hiring Director
 - b. Post-interview: Candidate will meet with HR Director to discuss any general information or addition questions.
 - 3. **Second Interview:**
 - a. For positions below a Director position, a second interview by hiring Director is optional. It is recommended that an addition person from the department or ministry be present to give a full opinion of the candidate.
 - b. **For all Department and Ministry Director positions:** a second interview **is required** to include hiring Director, Director of Operations and the Executive Director.

VII. **Internal Discussion of Interviews:** To decide:

- A. **Single Choice:** One candidate clearly stood out as the best choice, and we should move forward with any further vetting by HR in collaboration with hiring Director (e.g., reference checks, additional review of social media, etc.). An offer of employment may then follow (see IV below), if additional vetting does not raise any concerns about or impediments to hiring.
- B. **Multiple or No Choices:** Hiring Director and HR Director, with input from Operations or Executive Director as needed, will determine (i) the best candidates for additional interviews, or (ii) if none of the candidates met expectations, whether the search should continue and possibly be broadened.
- C. **Approval Process:** In general, the approval process should include those in II above. Ideally, there will be unanimous consent taking into consideration comments from all involved. However, it is important that both the potential employee's intended supervisor (e.g., the hiring Director) and the Executive Director approve the hiring, with the Executive Director having the final approval.

IV. **Hiring of Candidate**

- A. Notify selected candidate:
 - a. **HR Director will prepare an offer letter of employment in collaboration with hiring Director and approval of Executive Director.**
 - b. HR Director sends the candidate the offer to be signed and returned within one week of offer.
- B. Once the offer is accepted, HR Director will set-up an appointment with new hire and get all necessary New Hire / Safe Environment Documentation filled out *before* beginning employment
Note: If a candidate is not Safe Environment cleared, the process may take up to one week before candidate can begin working. **Candidates working directly with minors or vulnerable adults may not begin working without Safe Environment Clearance.**
- C. Once all the documentation has been received and the new hire is Safe Environment cleared, HR Director will notify the hiring Director to get information regarding new hires first day of employment and notify the person being hired.
 - a. HR Director will set-up Egnyte and Email account, and order name badge for the new hire, and communicate the same to the new hire.
 - b. Operations Director will notify Administrative Assistant if new hire will need keys, access cards, or credit cards.
 - c. HR Director will give new employee training modules for completion within the first month of employment. Hiring Director will provide any other onboarding / training needed for specific position.