



## Policy & Procedures for Advertising and Interviewing for Open Staff Positions at the Catholic Center

### **I. Director-Level or Higher Positions**

A. Provide the following documents to the Human Resources Director:

1. A completed Position Posting Request Form
2. A job description and a job posting (if different from the job description)

B. All resumes/applications will be directed to the Human Resources Director, who will conduct an initial phone screening interview.

C. The Human Resources Director will coordinate the scheduling of the search committee interview and the interviews with the direct supervisor and the Bishop.

Note: The direct supervisor is responsible for providing the names and contact information of search committee members to the Human Resources Director.

D. The Human Resources Director will prepare and deliver the offer letter in conversation with the direct supervisor.

E. The Human Resources Director will notify all other candidates that the position has been filled.

### **II. Coordinator, Manager, & Support Positions**

A. The direct supervisor provides the job description and job posting (if different from the job description) to the Chancery Leadership Group for review and approval.

B. Upon approval, the direct supervisor provides the following documents to the Human Resources Director:

1. A completed Position Posting Request Form
2. A job description and a job posting (if different from the job description)

C. All resumes/applications will be directed to the direct supervisor for the open position.

D. The direct supervisor will oversee the interview process.

E. The Human Resources Director will prepare and deliver the offer letter in conversation with the direct supervisor.

F. The direct supervisor will notify all other candidates that the position has been filled.



## Position Posting Request Form: Director Level or Higher Openings at the Catholic Center

Position: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

I. Please post the position on the following websites (optional):

___ <a href="http://www.cdlex.org">www.cdlex.org</a>	___ Zip Recruiter	___ SimplyHired
___ Indeed	___ LinkedIn	___ NCEA
___ Catholicjobs.com	___ Career Builder	___ Other: _____

II. Desired Start Date: \_\_\_\_\_

III. Salary Range: \_\_\_\_\_

IV. Please list the requirements that an applicant must meet to be considered for the position (examples: mission literacy, core values, education level and concentration, years of experience, etc.)

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V. Please include the following documents/notes with this form:

- \_\_\_ Job Description
- \_\_\_ Job Posting (if different from job description)
- \_\_\_ Desired Focus for Screening Interview (sentence/paragraph)
- \_\_\_ Desired Focus and/or Questions for Committee Interview (sentence/paragraph or list)



Position Posting Request Form:  
Coordinator, Manager, and Support Staff Openings at the  
Catholic Center

Position: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

I. Please post the position on the following websites (optional):

___ <a href="http://www.cdlex.org">www.cdlex.org</a>	___ Zip Recruiter	___ SimplyHired
___ Indeed	___ LinkedIn	___ NCEA
___ Catholicjobs.com	___ Career Builder	___ Other: _____

II. Desired Start Date: \_\_\_\_\_

III. Salary Range: \_\_\_\_\_

IV. Please include the following documents with this form:

\_\_\_ Job Description  
\_\_\_ Job Posting (if different from job description)