**Personnel Team is made aware of potential candidates oof**

**Executive Pastor notifies Personnel Team of opening**

**Zero Collective**

**Personnel Hiring Process Flowchart**

**Job posting written & approved**

**Executive Pastor notifies current team**

**Advertising sites are identified**

**Arrange Interviews with “A” candidates**

**Team begins networking for candidates**

**Final Interview in person with spouse**

**Conduct preliminary interviews**

**Set “Go Live” date**

**Personnel Team is made aware of potential candidates oof**

**Inform Personnel Team of decision to hire and get approval**

**All Yellow Boxes Require Personnel Team update**

**Check 2nd layer of references**

**Gather resumes**

**Conduct 2nd interview with spouse (if applicable)**

**Divide Candidates into 3 groups?**

**Interview Team created**

**If school age children, invite them (optional)**

**Before final Yes to candidate**

**Arrange phone interviews for A and B candidates**

No

Yes

Yes

**Check references**

**Responsibilities of Interview Team established (Ideal Team Player)**

**Review salary package**

**Identify “A” candidates**

**Background checks**

**Enneagram Test**

**Salary review**

**Make employment offer**

**Interview questions are created for each level of interviews**

**Candidate accepts?**

**Call “B” and “C” candidates**