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ocally Funded Employment Steps

As we continue to transition to comply with legal and NAD guidelines, following are current hiring steps based on NAD recommendations:

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•Discuss staffing needs, position classification, benefits, compensation and job description with Human Resources. Send job description to Human Resources.

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•Post the position, perhaps on church website or bulletin board.

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•Have candidates complete an AEC online employment application and submit a resume and cover letter.

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•Select the top 3-5 candidates to be interviewed.

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•Utilize an interview panel of at least 3 individuals to interview candidates. It is preferable that one of the panel members be the supervisor of the position.

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•Check at least 3 references for the top candidate(s)

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•Take board action to recommend that AEC hire your top candidate specifying the REQUESTED rate of pay, hours per week authorized to work, and the prospective effective date of employment. (Be advised that ultimately AEC sets pay rates, so the rate you send is "requested.") Also, authorized regular work schedule hours must be set at or below 25 hours per week. Forward this documentation to human resources.

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•After these preliminary steps have been cleared with HR, the candidate must complete online child protection training and authorize a background check. Some positions also require an FBI fingerprint check.

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•**AFTER**, the candidate has been cleared through the child protection training and background check process a firm start date may be established. The candidate must complete Part 1 of the Federal I-9 form no later than the FIRST day of employment. Part 2 must be done within 3 days after employment begins. The completed I-9 must be emailed or faxed to HR immediately. The remaining new hire paperwork (W-4, direct deposit authorization, etc.) should be completed at this time also.

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•The employee will be expected to complete timesheets. The funds for compensation must be submitted to the AEC Treasurer's Office in a timely manner each month.