



**Recruiting & Interviewing  
Toolkit  
for Hiring Managers**

**Human Resources  
Moody Bible Institute**

# Table of Contents

<b>TITLE</b>	<b>PAGE</b>
INTRODUCTION	3
POSITION ANALYSIS	4
RECRUITMENT	5
GOOD FAITH EFFORTS	8
SCREENING PROCESS	9
INTERVIEW PREPARATION	10
KEEPING IT LEGAL	16
OFFER	20
ON BOARDING	21
CAREER DEVELOPMENT	22
ATTACHMENTS	23
A - JOB DESCRIPTION TEMPLATE	24
B - JOB OPENING REQUISITION	26
C - REQUISITION PROCESS FLOW CHART	27
D - ADJUNCT FACULTY HIRING PROCESS	29
E - GUIDE TO APPLICANT TRACKING SYSTEM	30
F - BEHAVIORAL-BASED SAMPLE QUESTIONS	44
G - CANDIDATE EVALUATION FORM	46

This Recruiting and Interviewing Toolkit is for hiring managers. It is designed to provide general information about the Moody Bible Institute hiring process. Recruitment for specific positions such as Faculty or Executive level positions will vary somewhat. For the majority of our hiring situations however, this Toolkit will help you navigate through to the hire and the onboarding of your new employee.

We understand that the hiring process encompasses many areas, so when a position becomes open in your area of responsibility, refer to this Toolkit for the information you need.

This Toolkit is in no way intended to minimize interaction with your recruiter. As always, Human Resources is available to assist you.

## CREATE THE JOB DESCRIPTION

Before you can hire a new employee, you'll need to know your expectations for the position. Let's begin by answering the question, "What work needs to be completed?" Once you've answered this question, you will have determined scope for the position and the profile of the person you are looking for. Doing so will create a greater return on investment for the hiring manager, the employee, and Moody as a whole. \*(See Job Description Template and Sample Job Description attachments.)

If this is an existing position, this is still the time to re-evaluate your opening to make the best use of this potential addition to your staff. Since positions are limited, you will want each position to yield the greatest return toward the mission of your department.

Consider the following;

- Summary - What is the overall purpose of this position? Why does this position exist?
- Essential Duties and Responsibilities - What are the most important functions/responsibilities needed to achieve the purpose of this position?
- Education and Experience - What is the minimum (or range of) education and/ or previous experience that the candidate must have to successfully perform this job?
- Knowledge, Skills & Abilities - What are the skills and knowledge necessary to achieve the purpose and meet the expectations/responsibilities of the position? What will they need to know in order to succeed?
- Work Environment - What type of environment will this candidate encounter in this job, i.e.: high noise level, quiet professional work environment, unusual schedule, minimal travel required frequently exposed to outside weather conditions, etc.
- Physical Demands - What physical demands are required of this job, i.e.: amount of walking, lifting, standing, reading, etc.

\*Job Descriptions originate with and are held by the Department Manager. In some cases, Human Resources may have a previous job description for your open position, however it may not be the most recent version. For newly created positions or for positions that have been significantly adjusted, hiring managers will need to create and submit a new job description for approval.

### COMPLETE JOB OPENING REQUISITION

Prior to beginning the recruiting process you will need to submit a completed “Job Opening Requisition” for approvals. The Job Opening Requisition can be located on the Human Resources Home page at <http://my.moody.edu>. Attach the updated Job Description to the Requisition. The same form can be used for any job opening. Follow this website navigation;

**Main Menu > Directory by Department > Human Resources > Human Resources Homepage > Forms > Job Opening Requisition**

All requisitions require approvals. Follow the specific instructions on the requisition for the type of job opening you have (refer to attachment B and C - Job Opening Requisition Form and Requisition Process flowchart).

If a requisition remains open longer than 6 months, it must be resubmitted with justification as to why the position is still necessary. This justification should include how the work has been accomplished since the departure of the incumbent, what, if any, are the extenuating circumstances.

### USING THE APPLICANT TRACKING SYSTEM

All open positions at Moody are now located on our “Careers” page (externally at [www.moodybible.org/careers](http://www.moodybible.org/careers) and internally at <https://my.moody.edu>), which requires that all candidates interested in applying, complete the application electronically through the Applicant Tracking System. We can no longer accept applications in any other way. Benefits to this are that you, the hiring manager, and your hiring team will have access to all candidates in one place and you will see them in “real time.” If you wish to print all or a portion of the application for use during the interview, you can still do so.

Included as Attachment E is a guide for accessing the list of your candidates in the **Applicant Tracking System** (sometimes referred to as TAM; Talent Acquisition Manager).

## FINDING GREAT CANDIDATES

Your job, as a hiring manager, is to recruit the best employee possible. Recruitment has many avenues: internal candidate sourcing, referrals, job postings (internal/external), career fairs, advertising, or Internet sourcing. Human Resources will assist in these, but many times you will have an understanding of how to best reach your audience. Let's discuss any suggestions you might have. Here are examples;

### Internal Candidate Sourcing

Whenever possible, we should recruit and promote talent from within Moody. Internal recruitment increases morale and allows employees to have a "Career Path." If you are interested in learning more about an employee outside your department, do not approach that person, rather, inform the Employment Services Manager (ESM) who will act as a liaison between the two departments (refer to page 13 of the Employee Information Guide)

**Internal Transfers:** When someone from inside MBI is interested...

1. Employees must have worked for 12 months in position before eligible for a transfer.
2. Employees must work through HR when inquiring about and pursuing an internal transfer.
3. Hiring managers cannot approach an internal candidate about a position. HR will approach them.

### Referrals

Word-of-Mouth is a very effective method of recruiting talent. An employee referral or networking allows us to tell why working at Moody is great. Discuss your need with co-workers through your department or divisional meetings. Share the skills and background you're looking for and allow co-workers to use their connections to assist. Good employees usually know other good employees and by doing so, they may qualify for an "Employee Referral Bonus" in the process. (Review the Employee Referral policy details on page 30 of Employee Information Guide)

### Job Postings

Open positions are posted on our MBI Careers webpage located at [www.moodybible.org/careers](http://www.moodybible.org/careers). We also have the ability to utilize external job boards. It has been our experience that the large boards such as Monster.com & CareerBuilder.com, do not work for our selective candidate pool and the high cost of the posting isn't justified. [www.indeed.com](http://www.indeed.com) is an aggregator job board that collects our job postings and reposts them for no cost to us. More specialized, trade specific or Christian job boards have yielded good results. For additional information on job postings or if you have suggestions, let us know. We are interested in helping. Cost for external postings is generally split between the hiring department and Human Resources.

### Advertising

Newspaper, trade journals, and local advertising have taken a back seat to online advertising; however, in some markets, mostly outlying locations, it can still be an effective way to recruit talent. If you are interested in local advertising, please work with your recruiter.

### Job Fairs

Job fairs serve several purposes; including gaining name recognition, advertising, recruitment, etc. If you are interested in attending a job fair, or know of a job fair where you feel Moody should be represented, contact the Employment Services Manager.

### College Recruiting

Check with the colleges within the area. Many of them have outplacement offices on campus and will post job openings.

### Community Organizations

Each month Employment Services sends our list of current open positions to more than 300 churches, schools and like-minded organization in the Chicagoland area. There may be other organizations which offer recruitment and advertising. Often times, these services are free of charge. Some organizations have job posting boards or network groups you can take advantage of; others require a membership fee. Some examples are listed below.

- Churches
- Unemployment Offices
- Government Agencies
- Chamber of Commerce
- Elks, Lions,
- YMCA/YWCA

### Military

Many military bases have networking boards or outplacement organizations. These services are normally free. You can find additional information at local military installations or through the base newspaper.

### Unemployment Offices

Each state has an Unemployment Office with free job posting and networking information. Contact your local Unemployment Office for more information.

**DIVERSITY**

Moody is committed to achieving greater diversity across all departments. Moody has developed the following diversity statement:

*Moody will reflect the ethnic and gender diversity of the Body of Christ, not simply in token representatives, but modeling true unity in diversity in every segment of our community. Moody will make the changes required to be an inclusive, collaborative community, and will ensure that we are able to attract, retain, and advance those who enable us to accomplish this vision.*

In addition, the Civil Rights Act-Title VII guarantees equal employment opportunities to all regardless of race, national origin, color, religion (exemption for religious organizations such as Moody), or gender (including pregnancy) unless such a factor is a bona fide occupational qualification (B.F.O.Q.) for the job.

Good Faith Efforts (GFE's) are to be taken by companies to resolve "under-utilization" or "under representation" of protected classes in specific job groups or departments. Moody is committed to make a deliberate effort toward recruitment of individuals with disabilities, disabled veterans, and/or veterans of the Vietnam era in addition to development in positions where under-utilization of women and minorities exist.

To demonstrate good faith effort in curing under-utilization, you can reach out to a list of recruiting sources that may provide assistance in recruiting qualified members of specific groups such as:

- Colleges with high percentage of minority/women (including alumni)
- Community and Technical colleges
- Veterans' groups (American Legion, AMVETS, VFW)
- Women's organizations (National Organization for Women, YWCA, Women's Resource Center, Women's Support Center)
- Vocational rehabilitation centers such as Goodwill Job Connections or Job Corps of America
- Community Organizations (Urban League, NAACP)

\*For some positions in Radio, the Federal Communication Commission (FCC) requires reporting of those GFE's and the leads they generate. If you are a station manager, please refer to Moody Radio's EEO Compliance Procedure.



## WHAT DO WE USE TO SCREEN AND EVALUATE CANDIDATES?

### Moody Application

Filling out the application is the first screening of the candidate. Because of our tax-exempt status on the basis of a Christian organization, we have the ability to ask questions and to require that our employees are “like-minded individuals.” Before a candidate is able to click the “Submit” button during the application process, they must indicate that they have read and agree to the Employee Standards (same as found on page 4 of the E.I.G.). In this way, the application not only gives us vital information concerning that candidate’s background and experience, but also acts as a self-screening mechanism.

### Questionnaire

Found inside the Application is a “Questionnaire” tab. These questions are specific to Moody. This is where, among other things, salvation, ministry involvement and church membership information are found. This information still requires vetting, but you will be able to see how the candidate has answered the questions.

### Resume & Cover Letter (if provided)

We strongly encourage candidates to include these documents. If included, they will appear as “Attachments” to the application. You can view attachments electronically or print them for use during the interview.

### Personal Interviews

These interviews can be a combination of phone screen, face to face, or via technology such as Skype. Human Resources and the Hiring Manager should debrief to review notes and discuss findings after the interview.

### Candidate Testing

Human Resources will work with you to establish which tests would be effective in assessing the needs for your position. The most common tests used are to assess attention to detail, problem-solving, and work-style attitude. For assessing technical skills, we can also use web-based testing. If this is something you are interested in, please talk to the recruiter handling your open position.

### References & Background Checks

Human Resources will check references for top candidate(s). Human Resources will also conduct background checks as per position requirement. Prior to an offer of employment, Human Resources will check all candidates against the National Sex Offender List.

### **Who is employable at Moody?**

- Authorized to live and work in the U.S.
- Must give a clear profession of evangelical Christian faith.
- Regularly attend an evangelical Christian church.
- Agree to live by employee community standards.
- Able to agree with and sign the Moody Doctrinal Statement.
- Marital status can be a factor.

To assure the best interview possible, there are several things you'll want to do. Please review this list and familiarize yourself with these points prior to interviewing your candidates.

### Prepare List of Questions

In order to determine if the candidate possesses the skill set you need, you must ask the right questions. In order to determine what you need, you must know what you are looking for. Using the job description you have created, you can also create a profile of the person you are looking for. Prepare a list of 8-12 questions that you will use for each candidate. Sometimes you will not have time for the entire list, and other times a candidate will volunteer information causing some questions to be unnecessary (for more information, refer to page 12).

- Highlight the duties that *require specific expertise or education*. These are the attributes that a candidate must have in order to be successful in the job.
- Next, underline those duties that, if necessary, you would be willing to train for. These are the attributes that would be nice to have already acquired but not required. The candidate would still need to exhibit aptitude toward learning these however.
- Conduct a job analysis, asking yourself, "What would make an unsuccessful candidate?" and, "Why have people left this position previously?"
- From these three lists, create open-ended behaviorally-based questions (refer to list of sample questions in Attachment A).
- Before conclusion of the interview, include a few questions where the candidate can tell you what he or she is looking for. In order for longevity and satisfaction, the candidate must feel this is work they are being called to do.

### Phone Screen

If you are filling a technical position or if the candidate would require relocation, you and your Human Resources recruiter may decide that a phone screen is prudent prior to bringing a candidate in for a face to face interview. Please work with your recruiter for scheduling phone screens. It is not meant to be a full interview. Spend about 15 minutes to review his or her resume. If you are still excited about this candidate after you have reviewed the details of the resume, your recruiter will schedule the candidate to come on location.

### Create a Positive First Impression

From the moment the candidate sees you, they are forming their opinion of what it would be like to work for you and for your department. We want to give them a realistic idea, but it should also be the best impression possible.

- Create a relaxed atmosphere where the interview will take place. You'll want to be in a location that is quiet and free of any interruptions. Many times this can be an office or conference room. Generally speaking, the interview should take place "behind closed doors."
- Make your department or office a pleasant place. Look at the area with fresh eyes; we can become blind to things we see every day. Take the time to ensure the area is in good condition, neat, clean, void of trash, with good lighting.

- Dress for the interview. Presenting a professional image will give the candidate the feeling that you are engaged and serious about the interview. Finally, be prepared for the interview: organize your paperwork and your thoughts prior to your appointed time with the candidate.
- You want the candidate to be able to envision spending 8 hours here every day. Do your best to make it attractive and welcoming.

### Establish Rapport

From the time you greet the candidate you should make them feel welcome and comfortable. Always greet them in a timely manner. Don't make them wait for more than 10 minutes in a lobby or waiting area. Greet them with a friendly smile and firm handshake. Briefly engage in casual conversation, ask if they had any difficulty with traffic, etc. and tell them you're happy they accepted our interview invitation. When directing the candidate to the interview location, ask them if you can hang their coat or store their luggage.

### Summarize the Interview Itinerary

Once the candidate is comfortable and "settled in," give them a brief overview of what to expect over the next hour or so. Let them know that you will be asking them for their complete employment history as well as specific questions about tasks or projects they have worked on in the past (behavioral-based questions). Tell the candidate it's ok to pause for a moment to collect their thoughts so they can articulate them more clearly. Tell them that you will also give them an opportunity to ask questions and let them know if you are planning to give a tour of your work area or have them meet with any additional team members. Let the candidate know how long you expect the interview to last. If there is a time deadline, assure the candidate you will do your best to consider their schedule and keep the interview on track.

### Be Prepared to Answer Questions

While the goal of the interview is to get information from the candidate, remember that information must flow two-ways. The candidate will most likely come with a list of questions they would like to ask in order to determine best fit for themselves. The answers you provide and the enthusiasm you show can strengthen their desire to join Moody or remove any interest they might have had. Consider how you would answer the following questions;

- Why is the position open?
- Why did the incumbent leave?
- What are the responsibilities?
- What would be the career path for this role?
- How does this department fit into Moody as a whole?
- What is the culture of this work unit or of Moody in general?
- Why do you continue to work at Moody?
- What is the next step after this interview, what can I expect?

### Pray for the Lord's Direction

There is no substitute for the Lord's intervention. You can do everything correctly, following every manual, but if we miss the Lord's direction we will fail to hit the mark. Pray with your department for the person that the Lord has prepared for this roll. Pray that the Lord's timing would bring the best candidate quickly, but if not, pray for wisdom in how to proceed and for grace during the wait. The Lord has prepared the right person for your position.

## BEHAVIORAL-BASED INTERVIEWING

Behavioral-Based Interviewing is grounded in the principal that past performance is the best predictor of future performance. With this type of approach the interviewer will pre-determine the core competencies or skills required for success in a particular job. When the interviewer asks behavioral-based questions, they are probing for “behavior patterns” rather than “correct” answers. It becomes less likely that the candidate can provide “pat answers” or answers with a lot of theory about something they may have read from a book.

FOR WE ARE GOD'S WORKMANSHIP, CREATED IN  
CHRIST JESUS TO DO GOOD WORKS, WHICH GOD  
PREPARED IN ADVANCE FOR US TO DO.

EPHESIANS 2:10 (NIV)

### Interviewing Techniques

To assist you during the interview there are a few things you will want to remember;

**Ask for a “Specific time when...”** By using the word “specific” you will help drive them to a particular event and may help them to access details. Listen for their answer, if they are speaking in generalities, guide them back, and ask the question again.

Example: Interviewer: Tell me about a specific time when you had to get creative to solve a customer’s problem.

Candidate: “Every customer has unique issues, so I have to be creative with all of them.”

Interviewer: “I understand, but tell me about a specific case. What were the details?”

**Allow time to think:** Sometimes the candidate will say something to the effect of, “I can’t really think of anything right now.” Or “nothing comes to mind.” Don’t be afraid of giving them some time to think. Answer with, “I understand, I’ll give you a few minutes to think of a specific situation.”

**Allow Silence:** One of the most powerful interviewing tools is silence. In an interview, your silence suggests that you expect more information. If you jump to fill the silence, you will lose the opportunity to get additional information.

**Ask open-ended questions:** An open-ended question is designed to help the candidate give a lengthy response as opposed to a one or two word answer. If the candidate does answer briefly, ask them to describe or give an example.

**Probe for Information/Clarification:** Probes are used to increase the amount and depth of information the candidate is giving you. Probes encourage the candidate to elaborate and clarify. They

provide you with information that the candidate may not have volunteered without the probe. One useful probing device is to repeat a key word or phrase the candidate used.

Example:       Candidate:     "I got along with my supervisor pretty well most of the time, but then, like most people, we occasionally had disagreements."  
  
                  Interviewer:    "Disagreements?"  
  
                  Candidate:     "Well, sometimes we had different opinions about the best way to get the work done. But we usually came to an agreement."

A disagreement could mean anything from a shouting match to a mild difference of opinion. The use of probes will clarify shades of meaning.

Other examples of probes to help candidates elaborate and clarify are:

"What do you mean by \_\_\_\_\_?"  
"Tell me more about that."  
"Can you elaborate?"

**Seek Contrary Evidence:** A candidate is motivated to give as many positives as possible about his or her skills and abilities. Consequently, it is important for the interviewer to gain a balanced picture of the candidate's strengths and weaknesses during the interview. Although seeking contrary information requires some degree of persistence on the interviewer's part, most candidates will, with some encouragement, share information about both their assets and limitations.

When they give contrary information, ask them, "Looking back now, is there anything you would have done differently." Or "What did you learn from this?" We all have situations where we could have behaved differently, our hope is that we learn from our mistakes, but if a candidate fails to see there was a mistake, it is most likely that this behavior will repeat itself.

Included in the attachments, is a list of general behavioral-based and open-ended questions that may get you started as you create your list for the interview.

Do..	Do Not....
Get quantifiable information (e.g., What was the percentage of attendance when you started? When you left? How many calls were you handling in a day? How much did you grow in revenue? Explain how, with details, you improved the process.	Do not accept vague answers (e.g., participation really took off! My boss and I had a difference of opinion. That job just did not work out).
Talk about actual experiences in their career. (e.g. Tell me about a time when you.... )	Do not ask hypothetical situations (e.g., What <i>would</i> you do in this situation?).
Listen and ask follow-up questions. Re-direct the candidate if they are getting off track.	Do not talk too much. Talk less than 20% of the time.

**Hear what is being said:** Effective Listening demonstrates interest in a person. Listening is crucial both for establishing rapport and for gaining information you will need to assess the candidate. Following are some tips on how to "hear" what is being said.

<b>Do...</b>	<b>Do Not...</b>
Concentrate; make a conscious effort to listen to the candidate.	Doodle or try to do something else while you are listening.
Put all irrelevant matters out of your mind; resist distractions. Close computers, turn off or silence your cell phone.	Let your feelings about the candidate or the subject affect your listening.
Listen for meaning, main thoughts, and feelings.	Listen just for the words or facts alone.
Keep your eyes on the candidate.	Interrupt.
Put yourself in the candidate's place - try to understand the candidate's point of view and intentions.	Express immediate agreement or disagreement.
Use feedback (summaries or restatements) to confirm or clarify the candidate's meaning.	Assume you already understand.
Actively Listen	Do most of the talking.

**Maintain Control of the Interview:** During the course of the interview, it's important to stay on track. As the interviewer, you will get the information you are looking for in the allotted timeframe if you maintain control.

Always have your goal in mind - getting and clarifying information.

1. Avoid asking questions which can be answered with "yes" or "no." Remain alert for evasive tactics.
2. Be flexible and willing to allow for some free discussion in promising areas, but be ready to step in and redirect the conversation back when the candidate drifts off the subject.
3. If the candidate rambles or digresses, it is appropriate to interrupt and bring them back to the question. (But remember, it is the candidate who should be doing most of the talking.)
4. Allow sufficient time for the candidate to respond fully.
5. Be prepared to word/reword questions so the candidate will know precisely what information you want. Be prepared to wait for the answer.
6. Be thoroughly familiar with the job description, skills and requirements.

**Take notes:** Tell the candidate you will be taking notes because you want to be sure to remember the facts about their skills and experience. Note taking communicates that you are serious about getting as much information as possible about the candidate.

You should not overly concentrate on taking notes. Too much note taking may distract you from what is being said. To avoid anxiety and inhibiting further responses, stop taking notes during sensitive discussions such as explanations of dismissals, failures or mistakes. Make a mental

note of these discussions and, if relevant, write them down immediately after the interview.

If you do not have the opportunity to take notes during the interview, writing down your impressions immediately after the interview can be helpful. Complete a Candidate Evaluation form immediately for each candidate interviewed. (Because the needs of departments and work units vary, you may want to create your own Candidate Evaluation Form; however, you may adapt and use the Candidate Evaluation Form in Attachment G.)

Because some time may pass before a recommendation or hiring decision is made, documenting your interview will help you recall the information you have generated. A clear record of the highlights of the interview including a summary of strengths and weaknesses will help you evaluate the candidate. Good records will also be helpful if you have to justify a decision.

**Do not record illegal information:** See the following section on “Keeping it Legal” and remember that although you are encouraged to take notes, remember to never ask or record an observation that may lead to a question of discrimination. If a candidate volunteers personal or potentially discriminatory information, kindly interrupt and redirect back to, “...information that is important for my open position.”

**Wrap up the interview:** Be sure to give the candidate time to ask questions. You may also want to give the candidate a brief summary of what to expect about the timing of the hire. (e.g. that you will be interviewing 3 other candidates, or you will be bringing your top 2 candidates back for another interview, etc.) In each case, let them know that if they have additional questions, they should reach out to Human Resources for follow-up.

It is important to "get to know" the candidate in the interview. However, it is equally important to avoid questions that may lead to discrimination. In many cases, Human Resources will handle areas of immigration and ability to work in the United States, divorce or religious qualifications. However, it is still critical that you follow these "Do's and Don'ts" to help you "keep it legal" during the interview.

### Interviewing Candidates with Disabilities:

DO TALK ABOUT	DON'T TALK ABOUT
<ul style="list-style-type: none"> <li>👉 The position, its duties and responsibilities.</li> <li>👉 The mission, programs, and achievements of the department and Moody..</li> <li>👉 Career opportunities and possibilities for advancement.</li> <li>👉 The location and work environment (facilities, equipment, travel, functional requirements, etc.) of the position.</li> <li>👉 The individual's knowledge, skills, abilities, experience, education, and interests.</li> <li>👉 Performance expectations for the position.</li> <li>👉 Why the candidate thinks he or she can do the job.</li> </ul>	<ul style="list-style-type: none"> <li>✗ Famous people or acquaintances with disabilities.</li> <li>✗ How the candidate functions in his or her personal/social activities.</li> <li>✗ What the candidate can't do (<u>or</u> can't do in the same way) that you do.</li> <li>✗ Other people with disabilities you know – persons with even identical disabilities are different.</li> <li>✗ Everything except your greatest concern. It is better to give a candidate a chance to say how they could do the job or perform a particular function, than not ask and turn down the candidate because of negative assumptions.</li> </ul>

**In making a Selection or Recommendation, it is improper to give consideration to such factors as;**

- Architectural barriers or other factors including safety, which could be overcome with reasonable accommodations by Moody.
- You have never had an employee with a disability before.
- Hypothetical working conditions which would rarely occur.
- Objections which might be raised by the public or coworkers.

DO	DON'T BE AFRAID TO
<ul style="list-style-type: none"> <li>• See the whole person in front of you. You can talk to an individual but not to an abstraction, such as a disability.</li> <li>• Tell the candidate what you want done on the job and give them an opportunity to say how they can help you accomplish that.</li> </ul>	<ul style="list-style-type: none"> <li>• Use the word "see," "look," etc., to a blind person.</li> <li>• Ask a person with a speech impairment to repeat something.</li> <li>• Repeat something that a person with a hearing impairment might not have heard or read completely from your lips.</li> <li>• Use simple and concrete language when interviewing a candidate with obvious learning disabilities.</li> </ul>



**PRE-EMPLOYMENT INQUIRIES – What you can and cannot ask!**

ACCEPTABLE	SUBJECT	UNACCEPTABLE
<p>Languages applicant reads, speaks, or writes.</p>	<p><b>NATIONAL ORIGIN</b></p>	<p>Questions as to nationality, lineage, ancestry, national origin, descent, or parentage of applicant, applicant's parents, or spouse.</p> <p>What is your "mother tongue" or language commonly used by applicant.</p> <p>How applicant acquired ability to read, write, or speak a foreign language.</p>
<p>Name and address of parent or guardian <u>if applicant is a minor.</u></p>	<p><b>GENDER MARITAL STATUS FAMILY</b></p>	<p>Questions which indicate gender.</p> <p>Questions which indicate applicant's marital status. (Human Resources will qualify if necessary)</p> <p>Number and/or ages of children or dependents.</p> <p>Provisions for child care.</p> <p>Questions regarding pregnancy, child bearing, or birth control.</p> <p>Name or address of relative, spouse, or children of adult applicant.</p> <p>"With whom do you reside?" or "Do you live with your parents?"</p>
	<p><b>RACE COLOR</b></p>	<p>Questions as to applicant's race or color.</p> <p>Questions regarding applicant's complexion or color of skin, eyes, hair.</p>
<p>Statement that photograph may be required after employment.</p>	<p><b>PHYSICAL DESCRIPTION PHOTOGRAPH</b></p>	<p>Questions as to applicant's height and weight.</p> <p>Require applicant to affix a photograph to application.</p> <p>Request applicant, at his or her option, to submit a photograph.</p> <p>Require a photograph after interview but before employment.</p>
<p>Statement that the position requires specific physical ability such as long periods of standing, ability to lift, etc. "This should apply to all applicants in same job category)</p> <p>"Are you able to perform the essential and marginal functions of the job for which you have applied with or without accommodation?"</p>	<p><b>PHYSICAL</b></p>	<p>Questions regarding applicant's general medical condition, state of health, or illnesses.</p> <p>Questions regarding receipt of Worker's Compensation.</p> <p>"Do you have any physical disabilities or handicaps?"</p>

ACCEPTABLE	SUBJECT	UNACCEPTABLE
<p>“Have you ever been convicted of a felony, or, (within specific time period) a misdemeanor which resulted in imprisonment?” (Such a question <u>must</u> be accompanied by a statement that a conviction will not necessarily disqualify applicant from the job applied for.”</p>	<p><b>ARREST</b> <b>CRIMINAL RECORD</b> (as of January 2015, can no longer be asked on the application)</p>	<p>Arrest record or “Have you ever been arrested?”</p>
<p>Name</p> <p>“Have you ever used another name?” or “Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record?”</p> <p>If yes, “Please explain.”</p>	<p><b>NAME</b></p>	<p>Maiden Name</p>
<p>Place of residence.</p>	<p><b>RESIDENCE</b></p>	<p>“Do you own or rent your home?”</p>
<p>Statement that hire is subject to verification that applicant meets legal age requirement.</p> <p>“If hired, can you show proof of age?”</p> <p>“Are you over eighteen years of age?”</p> <p>If under eighteen, “Can you, after employment, submit a work permit?”</p>	<p><b>AGE</b></p>	<p>Age.</p> <p>Birthdate.</p> <p>Dates of attendance or completion of elementary or high school.</p> <p>Questions which tend to identify applicants over age 40.</p>
<p>“Can you, after employment, submit verification of your legal right to work in the United States?” or state that such proof may be required after employment.</p>	<p><b>BIRTHPLACE</b> <b>CITIZENSHIP</b></p>	<p>Birthplace of applicant, applicant’s parents, spouse or other relatives.</p> <p>“Are you a U.S. citizen?” or citizenship of applicant, applicant’s parents, spouse, or other relatives.</p> <p>Requirements that applicant produce naturalization papers or alien card <u>prior</u> to employment.</p>
<p>Statement that bonding is a condition of hire.</p>	<p><b>BONDING</b></p>	<p>Questions regarding refusal or cancellation of bonding.</p>
<p>Questions regarding relevant skills acquired during applicant’s U.S. military service.</p>	<p><b>MILITARY SERVICE</b></p>	<p>General questions regarding military service such as dates, and type of discharge.</p> <p>Questions regarding service in foreign military.</p>
<p>“Please list job-related organizations, clubs, professional societies, or other associations to which you belong – you may omit those which indicate your race, religious creed, color, national origin, ancestry, sex, or age.”</p>	<p><b>ORGANIZATIONS</b> <b>ACTIVITIES</b></p>	<p>List all organizations, clubs, societies, and lodges to which you belong.</p>

ACCEPTABLE	SUBJECT	UNACCEPTABLE
Names of persons willing to provide professional and/or character references for applicant.	<b>REFERENCES</b>	Questions of applicant's former employers or acquaintances which elicit information specifying the applicant's race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, age, or sex.
Name and address of <u>person</u> to be notified in case of accident or emergency.	<b>NOTICE IN CASE OF EMERGENCY</b>	Name and address of <u>relative</u> to be notified in case of accident or emergency.

### What About Your Notes?

Poor record keeping and inappropriate questions may come back to haunt you. Discrimination charges could be directed at both Moody and a personal individual (meaning you, the hiring manager). In order to reduce liability for Moody and yourself, consider four key questions when documenting the interview:

1. Do my interview notes substantiate the evaluation and final decision?
2. Do my notes include any illegal information?
3. Do my notes include irrelevant information, references to personal or physical characteristics or references to future plans that don't affect current employability?

For more information on relevant/irrelevant questions, please contact your recruiter.

### Compensation

Although salary may be the first thing that comes to mind when we mention compensation, there are many non-monetary rewards to employment at Moody. **Do not discuss salary ranges with your candidates.** Human Resources will engage in that discussion as well as an explanation of Benefits

When determining the salary range, compensation should be fair and competitive for each position. There are many contributing factors that are considered when a compensation program is formulated. These factors include education, experience, market condition and internal pay relationships.

Each job at Moody has an established salary range. Typically, a candidate should be hired between the minimum and midpoint of the salary range, depending on the above factors. *The salary offer is not based on the available budget.*

Human Resources will work with the hiring manager to establish the starting pay for each new hire.

### Presenting the Offer

Human Resources will make the offer and discuss terms and benefits. After the offer is verbally communicated, Human Resources will prepare the offer letter and send it to the candidate via the on-line "Careers" page portal. Candidates will generally have three to five business days to consider the offer. If they do not "accept" immediately, Human Resources will follow up with the candidate the next day to ask if they have any questions and will update you with communications from the candidate. When the candidate "accepts" the offer, an automated reply is sent to both the recruiter and the hiring manager notifying you of the change in status.

If the candidate "declines" the offer, Human Resources will follow up with the candidate to discuss any potential options. A candidate should not be allowed to engage in counteroffer debate with the department. Our goal is to present our best offer from the beginning in order to preserve internal salary equity. Human Resources will update you with communications from the candidate. If a candidate calls or emails you directly, let them know they are to contact Human Resources.

Note: Hiring managers are not authorized to discuss an offer of employment to a candidate. Please direct any salary inquiries back to the recruiter working with you. Do not make unauthorized promises to candidates.

LIKE AN ARCHER WHO WOUNDS AT RANDOM,  
IS HE WHO HIRES A FOOL OR ANY PASSER-BY.

PROVERBS 26:10 (NIV)

### New Employee Orientation

It is strongly recommended that a newly hired employee attend Orientation on their first day at Moody. During Orientation, they will have an ID badge created and receive information about Moody's history, benefits offered, etc.

Human Resources will continue to work with your new hire to be sure they understand and complete these necessary steps, however the preparation you take to assure your hire feels welcome and valuable will go a long way in retaining them for years to come.

### New Employee Integration

Now that you've hired your top candidate, let's talk about retaining her/him. You've invested your time to recruit and interview, it will be a wise investment to spend additional time to help your new employee integrate into the department. Here is a short list of suggestions;

- Department Preparation for new employees – make sure they will have what they need at their desk (phone, voice mail, email, computer, work area, business cards, special equipment, etc.)
- First Day Experience – when they arrive their first day, have someone designated to meet them. Make them feel welcome.
- Departmental Orientation – Does your department have recurring meetings, (e.g. devotions, department meetings, go to Presidents Chapel as a group)? Let them know to put these on their calendar.
- Peer Coach- assign someone from the department to be the “go-to” for the next month. When they have a question about the copy machine or where to put the recycling, they will know to whom they can ask those questions. Assign someone to show them how to log in and fill out their time report.
- New Employee Lunch – Usually the hiring manager will meet the new employee during the break in Orientation on the first day, however, having other members of the department invite them for lunch is a great way to get acclimated to the new area.

**The first impression casts a long shadow: your actions should shout, “We’re so glad you are here, you are an invaluable addition to our team!”**

**Within the first 2 weeks your employee must be able to answer a strong, “YES” to these questions:**

- 1) I know what is expected of me at work.
- 2) I have the materials and equipment I need to do my work correctly.

### Career Development

It's important to discuss potential career growth and a possible career path. Let your employee know how members of your department work together, explain your organizational chart and how your organization fits into Moody as a whole.

Explain the expectations you have for the next few months. Also, explain the expectations and goals you will have for the annual performance review. You can be an effective mentor by providing challenging work assignments, coaching, recognizing good performance, providing constructive feedback and offering support and encouragement.

## Attachments

**Attachment A**  
**(JOB DESCRIPTION TEMPLATE)**

Job descriptions should not be more than two pages in length and can include either bullet points or numbering. For posting purposes, there may be times when portions of the job description are omitted.

**[POSITION TITLE]**

**Location:** [City, State]

**Department:**

**Reports to:** [Title]

**Supervisory Responsibility:** ['This is a Supervisory Position' or 'Individual Contributor']

**Full-time or Part-time:** [Full-time or Part-time]

**HR Use Only:**

**FLSA Status:** ['Exempt' or 'Non-exempt']

**NAICS Code:**

**Objective**

[General summary of responsibilities - what the position was created to accomplish – this should be no more than a few sentences.]

Example:

The [Position Title] is responsible for the overall management of the recruitment, selection and employment functions for Moody Bible Institute..

**Essential Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*

[List, in order of importance, the essential functions of the job; describe what *must* be accomplished, **not** *how* it must be done]

Be sure to include the following:

- Start sentences with a verb to show action, i.e. develops, processes, guides, analyzes, etc.
- Supervision or management responsibilities
- Quality and quantity standards (minimum levels required to meet position requirements)
- Physical, mental and perceptual functions required of the position
- Always include this line: *Performs other duties as assigned*



Example:

<b>This</b>	<b>Not This</b>
Maintains monthly records of applicant processing, employee turnover, recruitment performance, minority representation, etc. and reports as assigned.	Each month, update the following by the 8th: Monthly Turnover Report, Recruitment/Referral Report, Employee Action Report, Minority Representation Report, Transfers/Promotions Reports. Process findings to VP of Human Resources.

**Minimum Requirements**

[Include education, experience, special skills, certifications and licenses required]

Example:

BA in HR Management, Organizational Leadership or related field. 5+ Years' experience in similar role, Skilled in Conflict Management, Experience with Applicant Tracking software a must. Membership in Society of Human Resources

**Preferred Requirements**

[Include experience with specific programs or software, use of equipment, special skills or languages.]

Example:

MA degree preferred. Experience with Peoplesoft/Oracle TAM software preferred.

**Work Environment/Conditions**

[Type of environment and equipment associated with position: indoor/outdoor. Also include shifts, equipment, travel and overtime requirements if applicable.]

Example: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Hours: Monday – Friday 8:30 am - 5 pm.

No travel is expected for this position.

**Attachment B  
(JOB OPENING REQUISITION)**

## Job Opening Requisition

Hiring Manager Name: \_\_\_\_\_

### Step 1: Hiring Manager to complete basic Job Information.

**Requisition Type**

- New Job       Promotion
- Adjusted Job       Transfer
- Continuing Job       Job Evaluation

**Employment Type**

- Full-Time
- Part-Time
- Student

**Job Information**

Current Title _____	Hours Per Week _____
Incumbent Name _____	Department Name _____
Departure/Transfer Date _____	Budget Unit _____
Position Number _____	Job Start Date _____

### Step 2: For a new or adjusted job:

HR Validation: \_\_\_\_\_

1. State budgeted salary.
2. Indicate proposed changes to adjusted job.
3. Submit Requisition and Job Description to HR/Compensation for validation.

**Budgeted Salary:**      Full Time \_\_\_\_\_      Part-Time \_\_\_\_\_

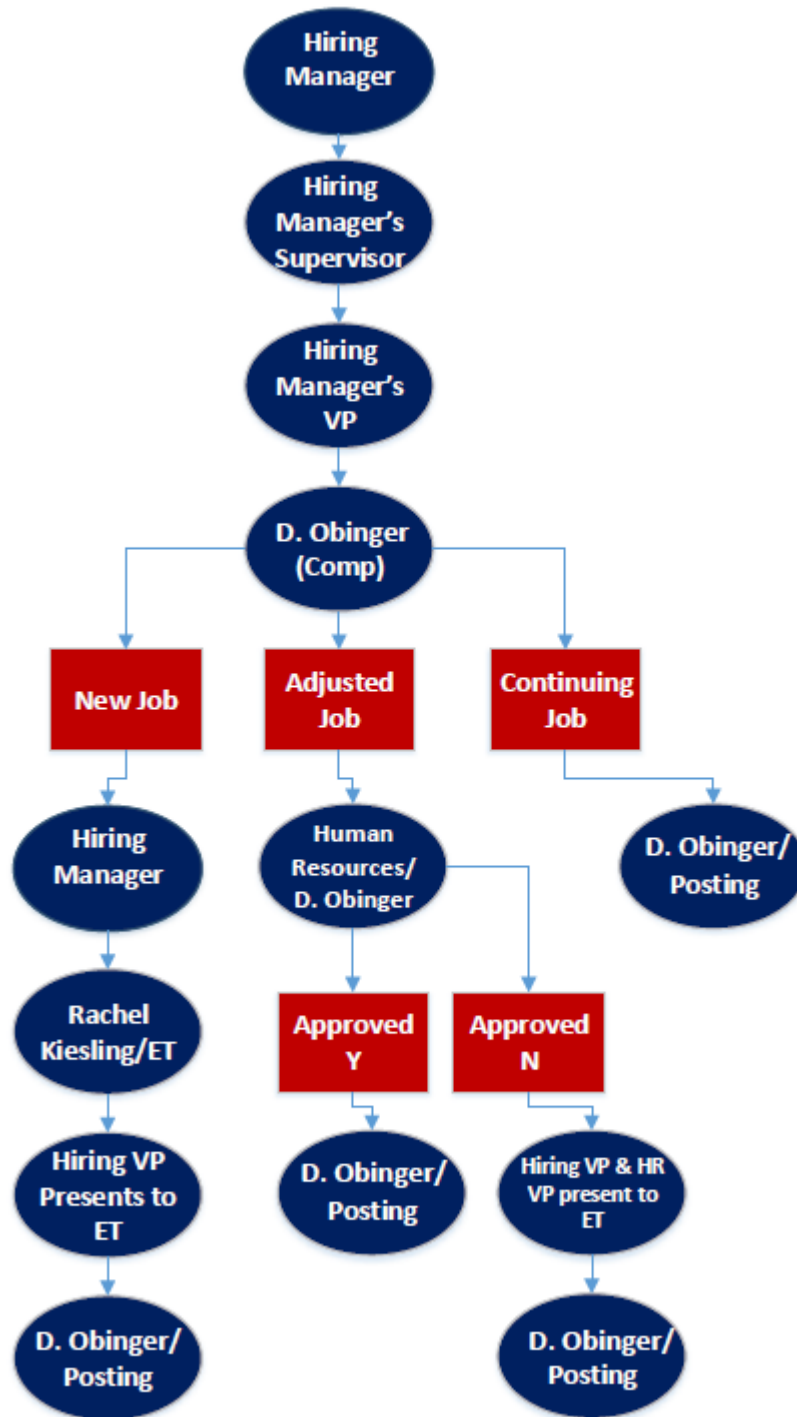
### Step 3: Secure signatures from Approvers.

- Continuing/Adjusted FT jobs require signatures from Hiring Manager's Supervisor, VP, and Human Resources VP.
- New Full-Time Jobs require signatures from Hiring Manager's Supervisor, VP, and Executive Team.
- Part-Time Jobs require signatures from Hiring Manager's Supervisor, VP and Controller.

Hiring Manager's Supervisor	_____	_____	_____
	Printed Name	Signature	Date
Vice President	_____	_____	_____
	Printed Name	Signature	Date
Exec. Team/HR VP (FT)	_____	_____	_____
	Printed Name	Signature	Date
Controller (PT)	_____	_____	_____
	Printed Name	Signature	Date

HR Only: FLSA \_\_\_\_\_ Mgr Lvl \_\_\_\_\_ Plan/Grade \_\_\_\_\_ / \_\_\_\_\_ Workers Comp Code \_\_\_\_\_  
 Func/Sub \_\_\_\_\_ / \_\_\_\_\_ Family \_\_\_\_\_ Position # \_\_\_\_\_

**Attachment C  
(REQUISITION PROCESS FLOW-CHART)**



**Attachment C (cont.)  
(REQUISITION PROCESS FLOW-CHART)**

**Requisition Matrix**

The NEW process for headcount requisitions will depend on the “type” of requisition. There are 3 types of requisitions:

1. Continuing Position – A position with no changes that is being filled due to the departure of an employee. (No additional headcount).
2. Adjusted Position – A position that is being modified from its current job description (No additional headcount). This may include a significant salary and title increase.
3. New Position – A position that results in net new additional headcount.

There will be a new process for continuing positions, effective immediately. New positions and adjusted positions with significant salary and/or title increases will continue to be approved by ET.

New positions

1. Hiring manager completes job description and job analysis ([www.surveymonkey.com/r/MoodyJobAnalysis](http://www.surveymonkey.com/r/MoodyJobAnalysis)) then sends requisition and job description to his/her supervisor for approval
2. Supervisor reviews and forwards requisition to his/her VP
3. VP Reviews, signs, and sends to Darric Obinger along with Job Description
4. Once Comp approved, Darric Obinger sends requisition back to hiring manager
5. Hiring Manager sends to ET for approval
6. After ET reviews and signs requisition, requisition and job description are sent to HR for posting

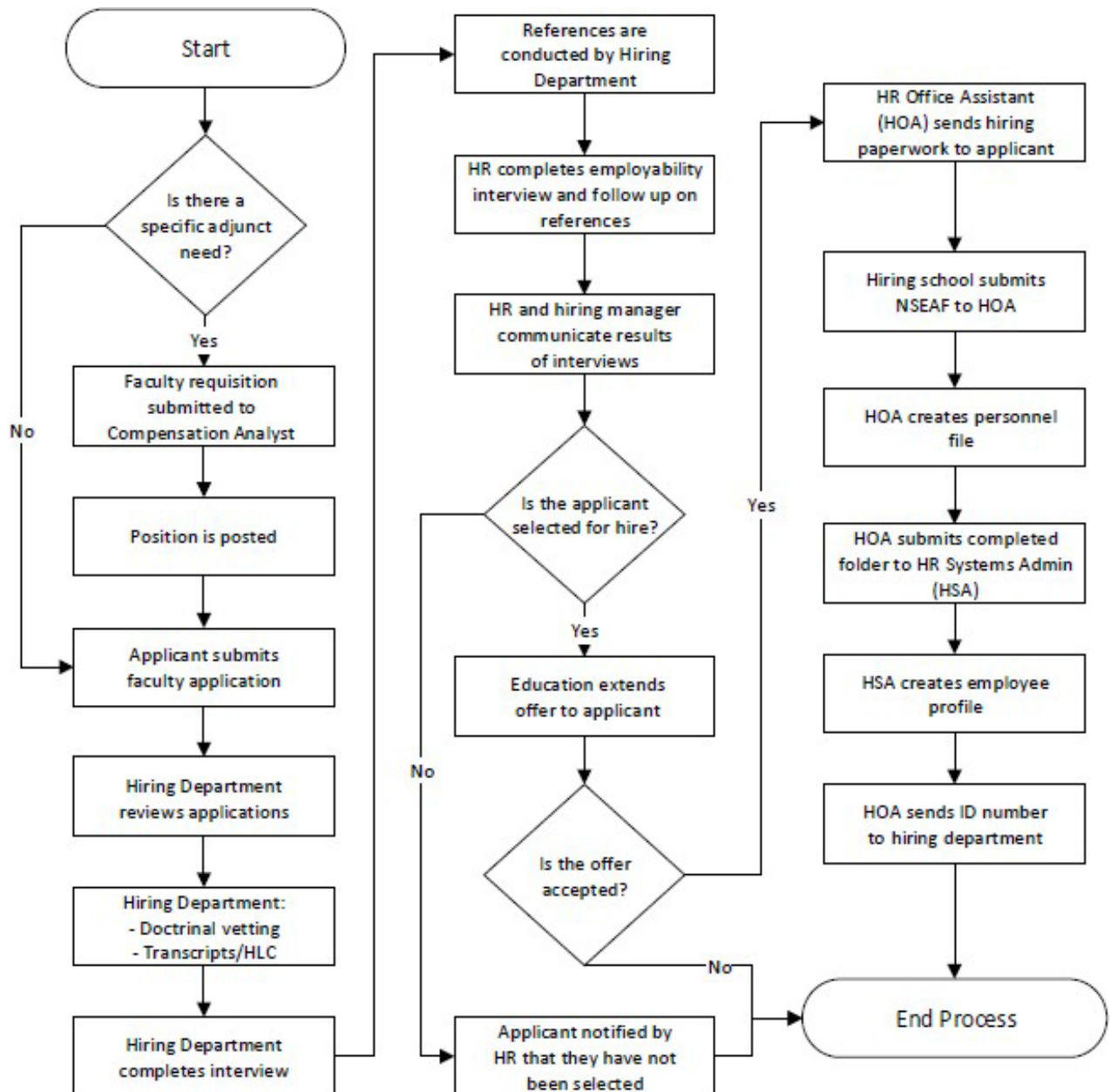
Adjusted Positions

1. Hiring manager completes job description and job analysis ([www.surveymonkey.com/r/MoodyJobAnalysis](http://www.surveymonkey.com/r/MoodyJobAnalysis)) then sends requisition and job description to his/her supervisor for approval
2. Supervisor signs requisition, and sends to his or her VP
3. VP reviews, signs, and sends completed requisition to Joe Bolz along with job description for compensation analysis and approval
4. If HR VP approves, position will be posted by HR
5. If HR VP doesn't approve, Hiring VP and HR VP will present Requisition to ET
6. Once final decision is made, ET sends to HR for posting

Continuing Positions (NO changes)

1. Hiring manager sends requisition to his/her supervisor for approval
2. Supervisor reviews and forwards requisition to his/her VP
3. VP reviews, signs, and sends completed requisition and Job Description to Darric Obinger for posting/recruiting

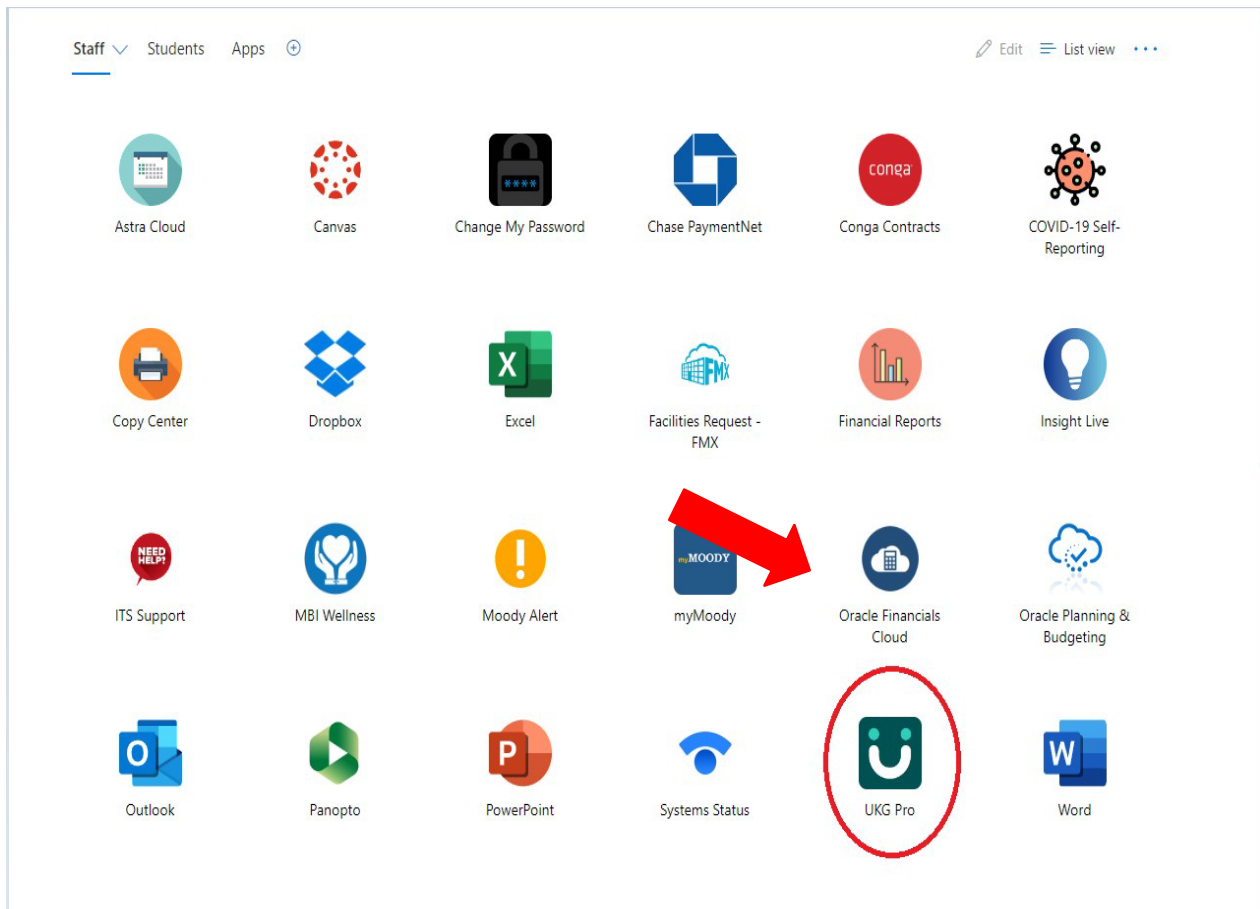
**Attachment D  
(ADJUNCT FACULTY HIRING PROCESS)**



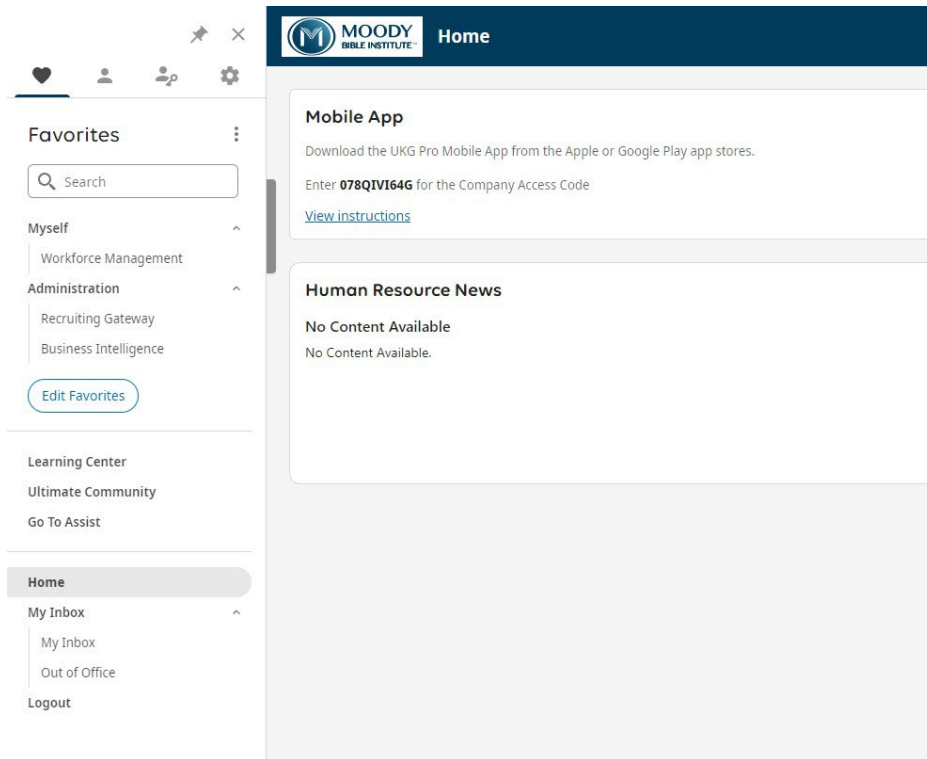
**Attachment E**  
**(GUIDE TO APPLICANT TRACKING**  
**SYSTEM)**

To start UKG Pro:

1. Begin by opening an Internet Browser.
2. Go to: <https://myapplications.microsoft.com/> Bookmark this site for future use.
3. On the site, click on **UKG Pro** (shown in the screenshot below).



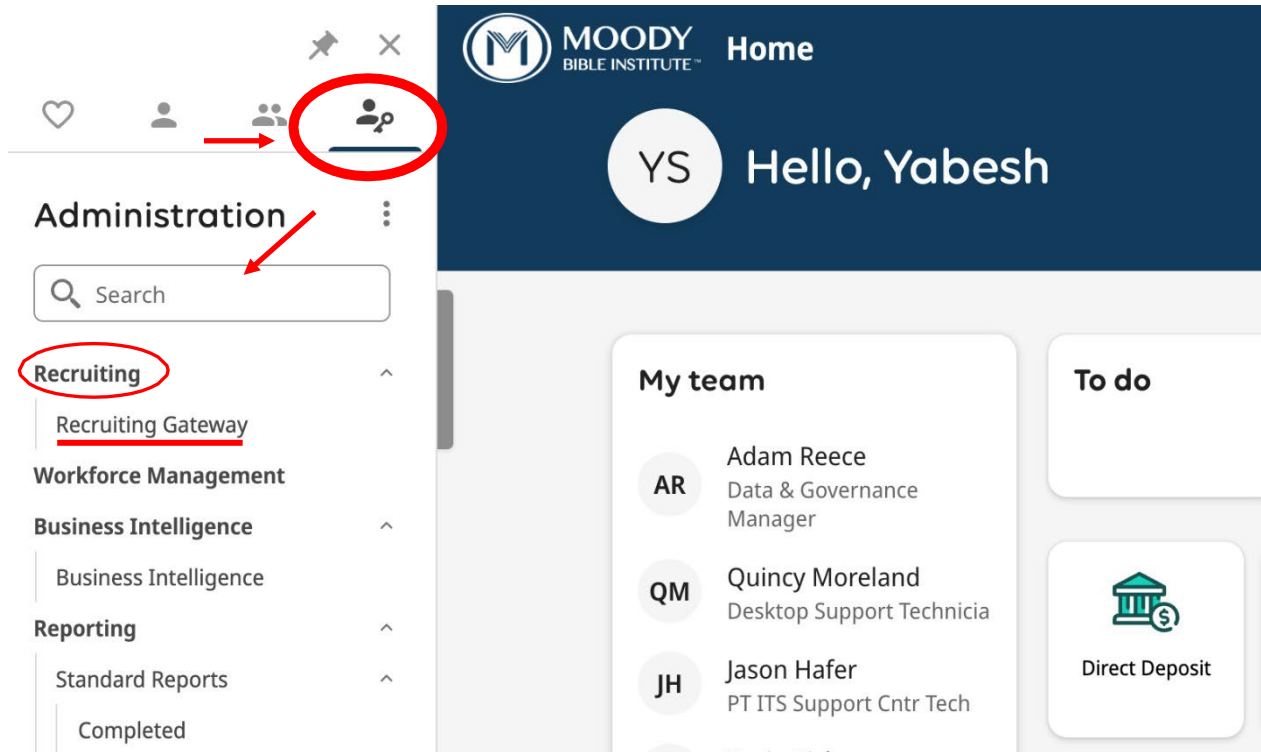
This will take you to the “Main Menu” of UKG Pro as shown below:



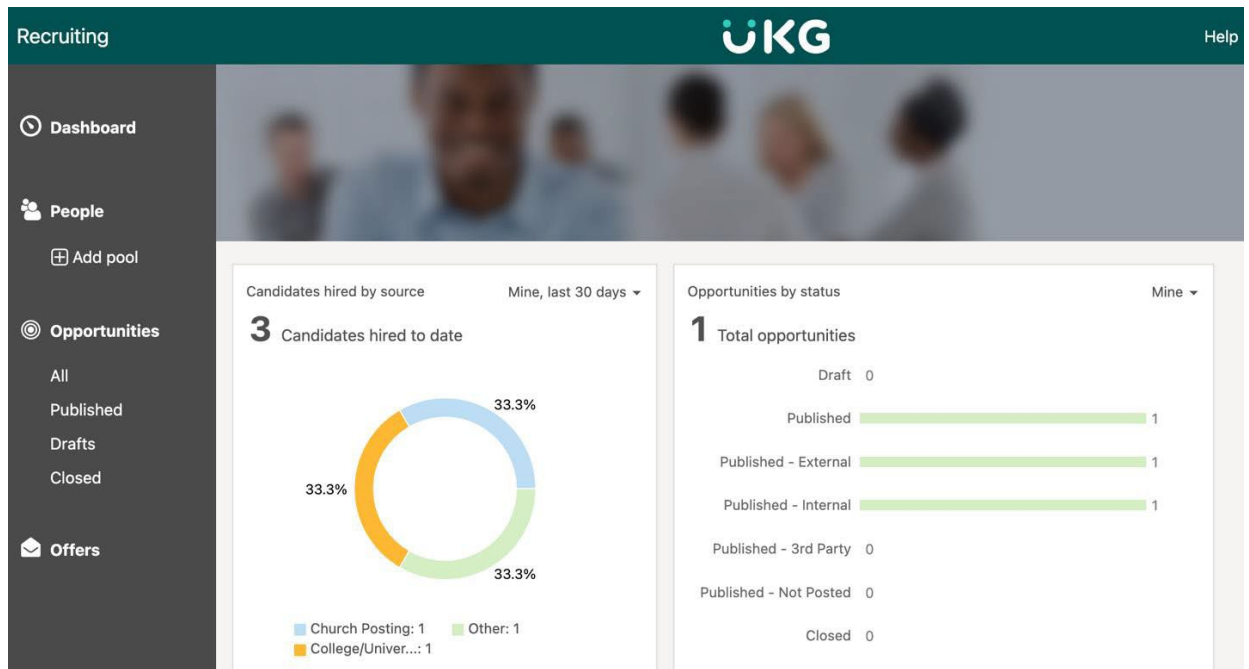
Once you are on the Main Menu page, follow these steps to view the Recruiting Dashboard where you can view applicants, offers, and make changes:

1. Select **Administration** (represented by the person and a key icon)
2. Select **Recruiting** under the Administration dropdown
3. Select **Recruiting Gateway** to take you to the recruiting dashboard.

The screenshot below shows the three steps on the Main Menu:



This will take you to the recruiting dashboard (pictured below) where you will be able to view People, Opportunities, and Offers





When you click on **People**, you can view all the candidates who have applied for your position.

The screenshot shows the UKG Recruiting interface. The top header is dark green with the UKG logo and a 'Help' link. The left sidebar is dark grey and contains navigation options: 'Dashboard', 'People' (circled in red), 'Add pool' (circled in red), and 'Opportunities' (with sub-options: All, Published, Drafts, Closed). The main content area is white and titled 'People'. It includes an 'Add to Pools' button, a status indicator '4 Records | 0 Selected', and a table of candidates. The table has columns for 'Name' (with a location sub-column), 'Created By', 'Last Updated', and 'Actions'. The candidates listed are Rebekah Swedberg, Tom McDonald, Leah McDonald (Chicago, IL), and Lisa Test.

<input type="checkbox"/>	Name ↕ Location	Created By ↕	Last Updated ▾	Actions
<input type="checkbox"/>	Rebekah Swedberg		10/24/2022	...
<input type="checkbox"/>	Tom McDonald		10/24/2022	...
<input type="checkbox"/>	Leah McDonald Chicago, IL		10/04/2022	...
<input type="checkbox"/>	Lisa Test		09/29/2022	...

You can then add candidates to a “Pool.” The pool is only available to the person who created the pool. You may want to save candidates into a pool that you are not considering for your current position, but would like to keep in mind for the future.

When you click on **Opportunities**, you can view all job posting associated with you as a Hiring Manager. As a Hiring Manager, you will not see jobs that are in the “Drafts” section because your recruiter will publish the job by the time you are designated as the Hiring Manager.

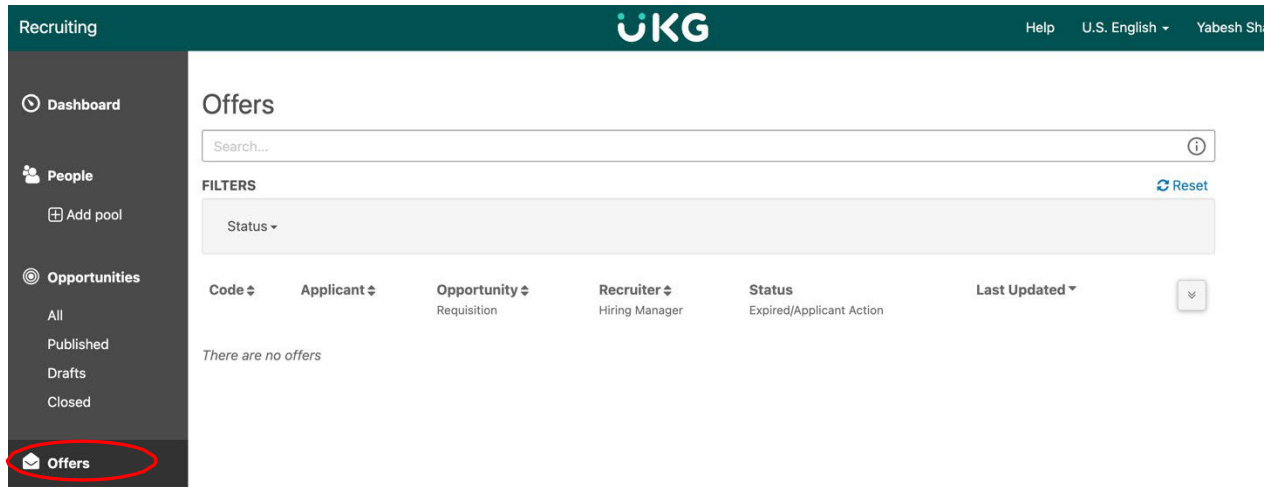
The screenshot shows the UKG Recruiting interface. The top navigation bar includes 'Recruiting', the UKG logo, and user options like 'Help', 'U.S. English', and 'Yabesh'. The left sidebar contains navigation items: 'Dashboard', 'People', 'Add pool', 'Opportunities' (highlighted with a red circle), 'All', 'Published', 'Drafts', 'Closed', and 'Offers'. The main content area is titled 'Opportunities' and features a search bar, a 'Filters' section with dropdowns for Status, Location, Recruiter, Hiring Manager, and Schedule, and a 'More Actions' dropdown. A table lists one opportunity:

Title	Applicants	Recruiter	Status	Last Updated
Academic Advisor ACADE001751 IL - Chicago Chicago 820 N. Lasalle Blvd Chicago, IL 60610, USA	4	Jacob McDonald	Published	11/15/2022

You can view jobs that have been filled which you have been the Hiring Manager for under the **Closed** tab.

The screenshot shows the UKG Recruiting interface for 'Closed Opportunities'. The left sidebar has 'Closed' highlighted with a red circle. The main content area is titled 'Closed Opportunities' and includes a search bar, a 'Filters' section with dropdowns for Location, Recruiter, Hiring Manager, and Schedule, and a 'More Actions' dropdown. Below the filters, a message states: 'There are no opportunities'.

When you click on **Offers**, you can view the offer letters that have been accepted for your positions.

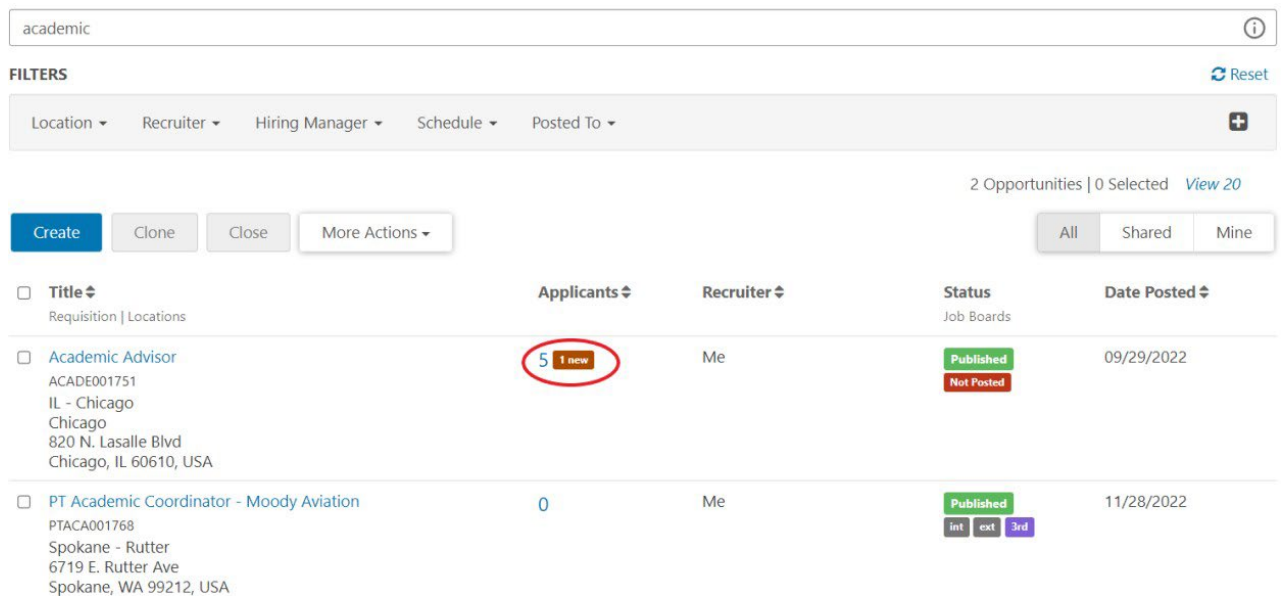


You can review application information in real-time, including candidate details, documents, answers to application questions, references, and more.

**1.** View applications for your Opportunities.

Select from the Applicants column for each opportunity.

Published Opportunities



## 2. New applications appear in the Applied step.

Select the candidate's name to view their details on the Application and/or Presence tabs.

### Academic Advisor

Fund 11 | Academic Records-Registr  
Posted 09/29/2022 | ACADE001751 | Chicago | Chicago, IL 60610, USA

Search...

Step ▾ Candidate Type ▾ Applied By ▾ Applied Date ▾ Source ▾

Reset Save Filter Saved Filters ▾

5 Applicants | 0 Selected [View 20](#)

Disposition Decline More Actions ▾

<input type="checkbox"/>	Applicant Name ↕ Location Background Checks	Step	Days In Step ↕	Screening Status ↕ % Score	Applied Date ▾ Applied by Source	Availability	Rank ↕	Actions
<input type="checkbox"/>	<b>Kaylee McDonald</b>	<b>A</b> Applied	5	Not Disqualified None	<b>11/30/2022</b> Candidate Church Posting	Not Provided	1-9999	...
<input type="checkbox"/>	Rebekah Swedberg	<b>H</b> Hiring Manager Review	6	Not Disqualified None	10/24/2022 Candidate Other	5 days 📅	3	...
<input type="checkbox"/>	Tom McDonald	<b>H</b> HR Phone Screen	17	Disqualified None	10/24/2022 Candidate Church Posting	5 days 📅	1	...

Hiring Managers can only view applicants, you may see details of the opportunity and candidates, but any changes will not be saved. If you see something you would like adjusted, please contact the recruiter working with you.

3. Review candidate details, applications, documents, notes, and application questions.

← Back to results
2 of 16 candidates < >

## Eva Jordan

Internal employee
⋮

evajordan@email.com  
 +1 312-555-5555  
 123 street, Miami, Florida 33333 USA

🏷️

Presence
Applications ▾
Assessments
Notes

Created by Eva Jordan 04/22/2021  
 Applied 10/07/2021 by Anna Clair

### Director of Sales

🏠 0751 BFG Richmond VA | Field4, English | DIREC01846

Disposition
Send Email
Review Resume
More Actions ▾

Applied 12/09/2020 Job Board Trading Jobs 🗕	Score N/A Source Design Thinking Board	Current Step Applied as of 12/09/2020 Process Pha... Apply
--	---	---

Candidate Info
Application Questions

#### Work Experience

Accountant at Literaturdatenbank, Fakultät für Linguistik und Literaturwissenschaft, Salzburg, DE

July 2001 - July 2001

To view information about the candidate's work history, education, and to see their resume select the **Candidate Info** tab.

[← Back to results](#) 2 of 16 candidates [←](#) [→](#)

## Eva Jordan

Internal employee \*\*\*

evajordan@email.com  
+1 312-555-5555  
123 street, Miami, Florida 33333 USA

Presence Applications ▾ Assessments Notes

Created by Eva Jordan 04/22/2021  
Applied 10/07/2021 by Anna Clair

### Director of Sales

0751 BFG Richmond VA | Field4, English | DIREC01846

Disposition Send Email Review Resume More Actions ▾

Applied 12/09/2020	Score N/A	Current Step Applied as of 12/09/2020
job Board Trading jobs	Source Design Thinking Board	Process Pha... Apply

Candidate Info Application Questions

#### Work Experience

Accountant at Literaturdatenbank, Fakultät für Linguistik und Literaturwissenschaft, Salzburg, DE July 2001 - July 2001

[Complete your candidate description now here](#)

To view the candidate's answers to application questions, select the **Application Questions** tab.

The screenshot displays a candidate profile for Eva Jordan, an internal employee. The profile includes contact details such as email (evajordan@email.com), phone (+1 312-555-5555), and address (123 street, Miami, Florida 33333 USA). The job title is 'Director of Sales' at '0751 BFG Richmond VA'. The application history shows an application on 12/09/2020 from 'Job Board Trading Jobs' with a score of N/A. The current step is 'Applied as of 12/09/2020'. The navigation bar at the bottom has two tabs: 'Candidate Info' and 'Application Questions', with a red arrow pointing to the latter. The 'Work Experience' section shows a role as 'Accountant at Literaturdatenbank, Fakultät für Linguistik und Literaturwissenschaft, Salzburg, DE' from July 2001 to July 2001.

4. Rank applicants. Toward the right side of the screen, there is a ranking feature (SEE BELOW). Please give candidates that you would like to be interviewed a rank of “3”, candidates that you are semi-interested in interviewing a “2”, and candidates that you would not consider for an interview a “1.” Your recruiter will know that you have reviewed a candidate if they have been ranked.

Disposition								Decline		More Actions	
<input type="checkbox"/>	Applicant Name	Step	Days In Step	Screening Status	Applied Date	Availability	Rank	Actions			
	Location Background Checks			% Score	Applied by Source						
<input type="checkbox"/>	Lisa Test	H Hire	40	Not Disqualified None	09/29/2022 Candidate College/University	Not Provided	3	...			
<input type="checkbox"/>	Rebekah Swedberg	H Hire	13	Not Disqualified None	10/24/2022 Candidate Other	5 days	3	...			
<input type="checkbox"/>	Leah McDonald Chicago, Illinois	A Applied	35	Not Disqualified None	10/04/2022 Candidate Church Posting	5 days	2	...			
<input type="checkbox"/>	Tom McDonald	D Decline	0	Disqualified None	10/24/2022 Candidate Church Posting	5 days	1	...			

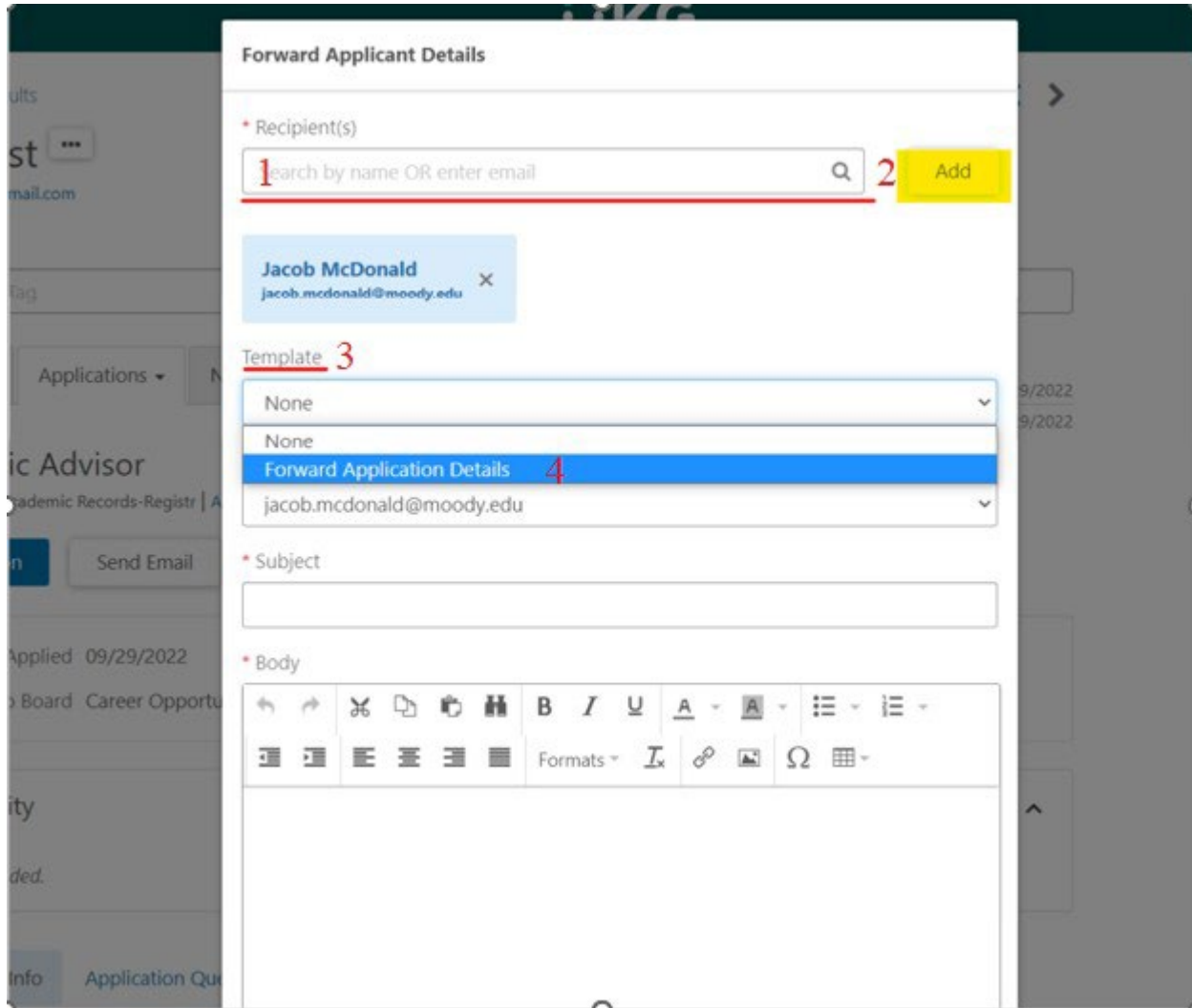


5. Once reviewed, send applicants to the recruiter you are working with.  
Select **More Actions** ➔ **Forward Applicant Details**

The screenshot displays the profile of an applicant named Lisa Test. At the top, there is a header with the name 'Lisa Test' and contact information: 'Jake.m1281@gmail.com' and '8102478366'. Below this is a search bar with the placeholder text 'Add Tag'. A navigation bar contains tabs for 'Presence', 'Applications', and 'Notes'. On the right side of this bar, it indicates 'Created by Lisa Test 09/29/2022' and 'Applied 09/29/2022'. The main section is titled 'Academic Advisor' and includes the text 'Fund 11 | Academic Records-Registr | ACADE001751'. A row of action buttons is visible: 'Disposition', 'Send Email', 'Review Resume', and 'More Actions'. A red arrow labeled '1' points to the 'More Actions' button. A dropdown menu is open from this button, listing several options: 'Forward Applicant Details' (with a red arrow labeled '2' pointing to it), 'Schedule Meeting', 'Request Background Check', 'Create Offer', and 'Print Application'. Below the buttons, there are sections for 'Applied' (09/29/2022), 'Job Board', 'Career Opportunities', and 'Availability' (None provided).

Select Recipient(s) to forward Applicant Details ⑦ Click Add

Click the drop-down menu under the **Template** section and choose **Forward Application Details**.



The **Forward Application Details** Template will auto-populate an email to send. Review the subject and body then click **Send**.

The screenshot shows an email composition interface. At the top, the 'Template' dropdown is set to 'Forward Application Details'. Below it, the 'From' field is populated with 'jacob.mcdonald@moody.edu'. The 'Subject' field contains 'Application for Review for Academic Advisor'. The 'Body' field contains the following text: 'Hello, Please click on the link below to review the application for {CANDIDATE\_FULL\_NAME} for the position Academic Advisor. Application Link: {VIEW\_APPLICATION\_LINK} Please note, the link remains active for 7 days. If it expires, please request a new link to be sent. In case an error occurs while clicking into the link, please copy and paste the whole link into your browser. Thank you,'. A rich text editor toolbar is visible above the body text. At the bottom left, there is a blue 'Send' button and a partially visible 'Cancel' button. A large red arrow points from the right towards the 'Send' button.

6. The recruiter will reach out for the initial interview to begin the process.

**Attachment F**  
**(BEHAVIORAL-BASED AND OPEN ENDED QUESTIONS)**

These questions are meant to help you understand how to form behavioral-based questions in a way that draws out what you may be looking for. Note the words or phrases in **bold**, they indicate skills, characteristics or experiences you may find necessary in your position. Feel free to adapt these questions to fit your situation.

1. Describe a time on any job in which you were faced with **stresses which tested your coping skills**. What did you do?
2. Give me an example of a time when you could **not finish a task** because of a lack of information. How did you handle it?
3. Give an example of a time in which you had **to be relatively quick in coming to a decision**.
4. Relate a time in which you had **to use your verbal communication skills** in order to get an important point across.
5. Describe a job experience in which you had **to speak up** to be sure that other people knew what you thought or felt.
6. Tell me a time in which you felt you were able **to build motivation** in your co-workers or subordinates?
7. Give me an example of a specific occasion in which you had **to conform to a policy** with which you did not agree.
8. Describe a situation in which you felt it necessary **to be very attentive and vigilant** to your environment.
9. Provide an example of a time in which you had **to use your fact-finding skills** to gain information for solving a problem.
10. Give me an example of when you had **to set an important goal** in the past and tell me about your success in reaching it.
11. Describe your **most significant piece of writing**. Why was it significant?
12. Give me an example of a time when you had **to go above and beyond the call of duty** in order to get a job done.
13. Can you tell me a time when you were able **to effectively “read” another person** and guide your actions by your understanding of their individual needs or values?
14. What did you do in your last job in order **to be effective with your organization and planning**? Be specific.
15. Describe **the most creative work-related project** you have carried out.
16. Tell me a time in which you felt it was necessary **to change your actions** in order to respond to the needs of another person.
17. Give me a specific example of a time when you used **good judgment and logic in solving a problem**.
18. Tell me a time when you had **to carefully analyze a situation** in order to be effective in guiding your actions.
19. What did you do in your last job **to contribute toward a teamwork environment**? Be specific.
20. Give me an example when you **faced a problem** and tell me how you went about solving it.
21. Describe a situation in which you were able **to positively influence the actions of others** in a desired direction.
22. When **working on a team**, what role do you usually take? Why?
23. Tell me of a time when you had **to take initiative to develop an innovative project** to achieve better results.

24. Give me two examples of when you **did more than was required** in any job experience.
25. By providing an example, how did you handle a time where **others on your team were negative**.
26. Everyone has to **bend or break rules** sometimes. Recall an example of when you had to do this.
27. Describe the process you went through **to make one or two of the most important decisions** of your professional life.
28. Have you ever been given the latitude **to make a decision for your boss**? If so under what circumstances?
29. What process do you use **to establish priorities**? Be specific.
30. Describe an experience in which you had **to pull together resources** which are not under your control.
31. Give me a time when one of your **suggestions was put into practice** by your supervisor.
32. Tell me a time when you had **to implement change** in your area of responsibility. What did you do to get it started?
33. What ways have you found **to make your job easier or more rewarding**?
34. Give an example when you **persuaded management to do something** they were first reluctant to do. What was the result?
35. Provide an example of how you **resolved a conflict with you and another person** when you disagreed with each other.
36. Describe how you **developed rapport with your peers and your supervisor**.
37. Give some examples of **ways you minimize stress** in your life.
38. By providing an example, tell me when you have had **to handle a variety of assignments**. Describe the results.
39. Describe the most creative way you have **solved a customer's problem**.
40. Tell me about **an accomplishment that you are very proud of** and why it means so much to you.
41. Provide me with an example of a time when you had **to teach someone a new skill or procedure**.
42. Describe a job experience when you **successfully communicated with someone that did not personally like you**.
43. Tell me about a time when your **supervisor was not satisfied with the quality of your work**. What actions did you take?
44. Describe **a typical day**. How do you decide what to work on and what goals to accomplish?
45. Give me an example of a time when your **schedule was interrupted by unforeseen circumstances**. How did you handle it?
46. Describe for me a situation when you **failed to meet a deadline**. What things did you fail to do? What did you learn?
47. Tell me a time when you were on a team and **one of your teammates was not pulling his/her weight**. How did you handle it?
48. By providing an example, tell me of a situation where you had **to use your ability to negotiate**.
49. Describe for me a job experience when you had **to serve as the leader** in order to accomplish a goal.
50. Tell me about a time when you knew you were not going to **meet the deadline**. What did you do?

**Attachment G  
 (SAMPLE CANDIDATE EVALUATION TEMPLATE)**

*Position:* \_\_\_\_\_ *Candidate Name:* \_\_\_\_\_  
*Date of Interview:* \_\_\_\_\_ *Interviewed by:* \_\_\_\_\_

Please assist in evaluating this candidate for the above position. When you have completed your interview, return this form to the Hiring Manager: \_\_\_\_\_ ([\\_\\_\\_\\_\\_@Moody.edu](mailto:_____@Moody.edu)).

**When responding to the following questions consider:**

(Rank from 1 – 5, with 1 being the lowest and 5 being the highest)	1	2	3	4	5
Reason for applying for this position					
Depth and breadth of previous similar experience					
Highly effective interpersonal/communication skills					
Ability to work independently and as part of a team					
Understanding and aptitude to use technology					
Shows eagerness to learn and grow					
Quality of questions and answers					
Compatibility between candidate and Moody					

What do you perceive this candidate’s strengths and strongest skills to be in regard to this position?

What do you perceive this candidate’s weaknesses to be in regard to this position?

How would this candidate interact with the department and different constituency groups around Moody?

What is the one characteristic that the hiring team should consider about this candidate?

My overall assessment of this candidate’s ability in this position is:

1                      2                      3                      4                      5  
 Unsuccessful                      Average                      Highly Successful