FAITHBRIDGE · MANAGER GUIDE

Hiring a New Team Member

Every step from application to first day, and what you own along the way.

START DATES
New hires start on **Mondays**. Salaried employees must start on the **1st or 16th** of the month only.

ALLOW 1½ TO 2 WEEKS
Onboarding, safety protocols, and laptop and office setup take time. Candidates **can't start right away**.

CLEARED TO START
No one begins work until HR sends the **"Cleared to Start"** email to both the candidate and their manager.

The Hiring Process

1. **Application.** Candidate completes the employment application and CPOs in Paycom.
2. **Name Clear.** Lead Team and Executive Team look into the candidate and discuss whether they are a good fit for Faithbridge.
3. **Interviews.**
   Discovery: one or more ministry team members + Ministry Leader
   Leadership: Ministry Leader + Lead Team and/or Executive Team member
   Executive: Senior Pastor
   Complete a Cognito form after each interview; it's saved to the candidate's Paycom profile.
4. **Reference checks.** The Ministry Leader calls each reference and completes a Cognito form for each one. **All three must be on file before an offer is sent:**
   Personal: friend, pastor, teacher, coach
   Professional: supervisor, co-worker, peer in the field
   Family: family of origin
5. **Background check.** Hanna runs the background check before the offer; results are added to The Rock. Results can take **up to a week**, so ask the candidate to complete the request as soon as possible.
6. **Offer.** HR creates the offer letter and sends it through Paycom.
7. **Insights & onboarding.** Once the offer is accepted, HR sends the Insights assessment and begins onboarding.

Discovery Insights Assessment

A personality profile showing how each person communicates and works best.

When: HR emails the candidate a link and code after the offer is accepted.

Results go to: supervisor, Pastor Ken, Wayne, Brooke.

How to use it: read it before day one to plan how you'll lead your new hire.

Be ready to confirm with HR

- Computer, equipment, office space
- Keys and security access
- Access rights in The Rock
- Credit card (over $200/mo. needs Josh's OK)

Candidate To-Dos

Required before "Cleared to Start":

☐ CPOs
☐ MinistrySafe training
☐ Faithbridge Server Policy
☐ Paycom onboarding
☐ Background check

Questions? Contact HR: brooke.herrington@faithbridge.org · tabitha.paccione@faithbridge.org

We exist to make more and stronger disciples of Jesus Christ who make more and stronger disciples of Jesus Christ.