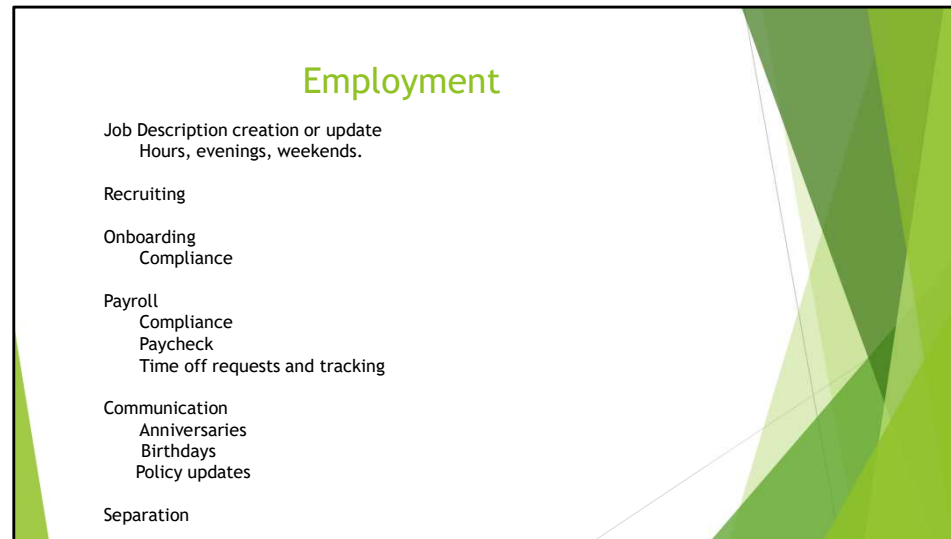


Tools we have  
Just practices and compensation  
Safe Environment  
Handbook template  
Paylocity  
Performance improvement plans



Once again the purpose of this is letting you know what's out there and what we are available to help you with

## Job Description

Update your job description

- Template for this will be posted on the website
  - Include physical dimensions
    - Lifting - to include the max amount of weight as well as the typical amount of weight, bending, stooping, kneeling, listening, etc.

The most important things you can do for any employee is to have a good job description, once of the best tools we have for this  
Is just practices and compensation (this is on the website).

## Recruiting

Follow the instructions within Paylocity or we can help you set up a job in the Paylocity module.

Determine where you want the job posted

- INDEED is free within the Paylocity module
- Diocese website (you need to send your request to post the job along with the URL code from the Paylocity job and notify HR when the position is filled or cancelled).
- Parishes
- Universities alumni page

## Recruiting

An auto response is set up that informs applicants that you received their application including how or if you will respond to them

What is your process for reviewing applications?

- Phone screen the applicants you would like to learn more about.
  - who is phone screening?
- Check their social media

Select applicants to move forward with the face-to-face interviews

- Interview questions

Auto Response Example:

Thank you for applying with the Diocese of Des Moines

Dear Janis,

Thank you for submitting your online application for the Part-Time Safe Environment Admin position with the Diocese of Des Moines.

Your application will be reviewed by the hiring manager and you will be contacted if you are selected for an interview.

Sincerely,

Diocese of Des Moines Hiring Team

## Recruiting

Who will be interviewing the applicants

In person is preferable  
limit the time of the interview

**STOP!** Candidate looks great but first...  
Background check - Must be cleared before offer.  
References  
Social Media check if it hasn't been done

Who gets final approval

Offer letter  
Negotiating - know what the pay range is before you get to this step!

## Onboarding

Applicant can be moved to onboarding if:  
Background check has been cleared  
They have accepted the offer  
Final approval has been given

Move to the onboarding module  
Make sure the onboarding packet is set up  
Do we need to send a follow up email with handbook

I-9  
Make sure the E-Verify process is followed  
E-Verify Training is required

Diocese has instructions on how to complete E-Verify training

## Ongoing Processes with employees

### Payroll

- Compliance
- Paycheck
- Time off requests and tracking
- Pay stubs
- W2

### Performance Evaluation

- Paylocity has a module for performance if you are interested.

### Communication

- Anniversaries
- Birthdays

### Separation

- call Diocesan HR when you are having a performance issue and before you terminate.

### Work comp

Do not initiate call with attorney