

Staff Search Committee Handbook

UUCSC
2014

The purpose of this handbook is to help the Search Committee responsible for hiring staff carry out their duties following the protocols specified in the UUCSC Personnel Policy Manual approved by the UUCSC Board. The following protocols for hiring staff have been copied from the UUCSC Personnel Policy Manual.

The Search Committee is directed to follow the UUCSC Personnel Policy Manual protocols and to use all the forms specified.

Thank you for reviewing and following these guidelines and procedures. May your committee accomplish its work in a loving, open and joyous spirit.

J. RECRUITMENT AND HIRING

1. Hiring Policy

It is UUCSC policy to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, aptitude and character. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth. In no event shall a hiring of an employee be considered as creating a contractual relationship between the employee and the UUCSC; see “At Will Statement” section I. A., page 1, paragraph 4.

The UUA recommends and it is the preferred policy of the UUCSC to hire outside the congregation, unless there are extraordinary circumstances.

2. Recruitment and Hiring Process

Appropriate committees and relevant individuals will bear responsibility for the recruitment and hiring process, adhering to EEO standards; see section I. B.

Search Procedure

When a Search Committee is charged with hiring a new employee, the committee will consist of at least six members. The committee will include a member of the Personnel Committee, a member of the Board, the Minister, a member of the staff with a formal relationship to the new position, and any other UUCSC member with job-related expertise.

The Search Committee will hold an organizational meeting. A timeline for the hiring of the new employee will be determined, a help wanted ad

will be written and advertised in area media such as one or more of the following: South County Independent, the Brown University non-profit web-site, Craig's List, Patch.

Application Requirements

A complete application is a cover letter and a resume.

Selection and Interview Procedure

Shortly after the application deadline, the committee will meet to review the applications. Each application will be read and ranked by the committee. Applicants with the highest rankings will be selected for a preliminary interview. (Interview Process/Questions form VII. p. 26). Of those, three will be chosen for a final interview with the Minister and two committee members. The three finalists will fill out the Employee Reference Inquiry forms (VII. p. 27) before the final interview. The finalists will be ranked and the position offered in order of the ranking. All new employees must complete Background Check Procedure (p. 28.)

Each unsuccessful applicant will receive a letter of regret (see sample letters: Section VII. pp. 30, 31) from the Search Committee Chairperson. The finalist will receive a letter from the Chair (Section VII. p. 33), and a phone call from the Minister. All applications received will be kept in the Personnel Filing Cabinet for three years before being shredded.

Hiring Procedure

The Minister will offer the position via phone and the Personnel Committee Chair will offer it in writing (Employment Offer Letter VII. p. 29) contingent upon an acceptable background check.

The contract will be written by the Personnel Committee and then signed by the President of the Congregation and the new employee. Orientation (Employee Orientation Procedure VII. p. 32) will include providing a copy of the relevant Committee/Staff Handbook, and a copy of the Personnel Policy Manual to the new employee, who will sign the ACKNOWLEDGEMENT OF RECEIPT on page 22.

Please Note: New employees and employees who are transferred to another position are required to complete an initial review period of ninety days, which may be shortened or lengthened at the Employer's discretion. (Section I. M. p. 10)

Note: Alter forms and letters as necessary.

SEARCH PROCEDURE FORMS

Interview Process/Questions

Chair of committee welcomes the interviewee and introduces self and members of the committee. The Chair then reviews the job duties and employment particulars, e.g., part-time/full-time, 10-month position with option for renewal, and the background check requirement.

To determine the best-qualified person for the position, the search committee will have prepared direct questions concerning the applicant's resume as well as questions not addressed on the resume.

These direct questions will be followed by non-directed questions that the interviewee answers without further intervention from the committee member asking the questions. This will help the committee to assess the ability of the interviewee to organize his/her thoughts. Sample questions:

- a. Why did you apply for this position? Why part-time/full-time?
- b. Confidentiality is very important. How would you deflect a question that would involve confidentiality?
- c. Tell us about a challenging employment situation and how you handled it?
- d. What employment experiences have you had that would help you be a successful _____?
- e. Tell us about yourself; hobbies, talents or other things that are important in your life.
- f. A light bulb needs to be changed or the bathroom needs more toilet paper. These tasks are not in your job description. Would you be willing to do these tasks if they need to be done or would you call the Facilities Committee Chair?
- g. Do you have any questions about this position, or the UUCSC and its policies?

To close the interview, tell the applicant when he/she can expect to get feedback about the selection decision.

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Unitarian Universalist Congregation of South County
27 North Road
Peace Dale, RI 02879
401-783-4170

EMPLOYMENT REFERENCE INQUIRY

The below former employee has applied for the position of _____. By signing this form, he /she has given you permission to answer the following questions candidly:

Former Employee _____
Print name Signature

Social Security No. _____ Date: _____

1. Dates of Employment: _____

2. Position at Separation: _____

3. Salary at Separation:

4. Overall Work Performance Evaluation During Last Year of Employment:

5. Eligibility for reemployment: Eligible Ineligible (Circle one). If "Ineligible" please state reason (Please Use Back of Form if Needed):

Supervisor's Name (Please Print) _____ Signature _____

Company/Institution _____

Address _____

phone number _____ extension _____

Background Check Procedure for UUCSC Staff members, Applicants and RE Volunteers

As part of the application process to work on staff or volunteer in Religious Education for the Unitarian Universalist Congregation of South County, a background investigation through the RI Attorney General's office is required. R.E. volunteers must complete an annual BCI. The UUCSC will pay any charges for this service for volunteers, staff members or applicants. Use the following website <http://www.riag.state.ri.us/bci/> to process requests for third party BCIs. **Contact UUCSC Office Administrator (OA) to assist with processing BCI requests. Provide the following to the OA:**

- A Disclaimer signed by Applicant/Volunteer and Notarized
- Attached copy of photo identification of **one** of the following:
 - State Issued Driver's License
 - State Issued Identification Card
 - Passport

Administrator will mail third party request form to the RI State Attorney General's office, including a copy of identification and payment in a self-addressed stamped envelope.

HIRING PROCEDURE FORMS

Letter should be copied, pasted onto a word document, filled out by the Search Committee Chair and given to the Personnel Chair.

Employment Offer Letter Template

Unitarian Universalist Church of South County
27 North Road
Peace Dale, RI 02879

Prospective Employee
Street
Any town, State

Date

Dear _____

On behalf of the Unitarian Universalist Congregation of South County, this letter confirms our offer to you to become the_____. You will report directly to _____, our minister.

Your employment will commence on _____. Your salary will be _____ per hour.

The first full year of this position commences in August 2017. It is our practice to offer a one-year contract after the congregational annual meeting the first Sunday in June assuming you and the Congregation wish to continue our relationship.

We are all excited about you becoming a vital part of our community at UUCSC!
Please sign and return one copy of this offer letter in the enclosed self-addressed envelope while retaining the other copy for yourself.

If you have any further questions, please call me.

Sincerely,

_____, Chair, Personnel Committee

I understand and accept the above conditions of employment.

Signature _____ Date _____

Copies: Minister _____
Personnel Committee file _____

EMPLOYEE ORIENTATION PROCEDURE

Employment Information:

Position: _____
Employment Date: _____
Starting Salary: _____
Work Schedule _____
First Performance Evaluation Date: _____
Work/Alien Permit # (if applicable): _____

Orientation Record:

1. Greeted by supervisor
2. Completed Employment forms:
 - a. W-4: Federal and State
 - b. I-9: Department of Immigration
 - c. State Work Permit for minors
 - d. Employment application (if not completed)
 - e. Insurance applications (if eligible)
3. Tour of UUCSC and work area; introduction to coworkers and review of work schedule
4. Explain UUCSC rules (working from the Personnel Policy Manual with employee)
 - a. Training period
 - b. Importance of attendance and punctuality
 - c. Phone supervisor when ill or delayed
 - d. Parking
 - e. Personal appearance
5. Performance evaluations and wage increases
6. Staff meeting: day and time and importance of attending
7. Other information/Answer questions
8. Work Safety and Fire Prevention:
 - a. Contact supervisor in case of accident
 - b. Location of first aid kit
 - c. Slippery floors
 - d. Objects on floor
 - e. Lifting objects
 - f. Proper shoes (Housekeeping employees)
9. On the job training:
 - a. Review of work materials and schedule
 - b. Review of job description
 - c. Introduction to trainer who will explain job
 - d. Employee observes job tasks
 - e. Employee performs job tasks
 - f. Trainer corrects employee if needed
10. End of day review with employee by supervisor
 - a. How did your day go?
 - b. Questions?

Orientation completed

Date

Supervisor

Employee

ACKNOWLEDGEMENT of RECEIPT

I, _____, hereby acknowledge that I have received a copy of the Unitarian Universalist Congregation of South County Personnel Policy Manual. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time, and that either the Employer or I may terminate the employment relationship at any time, with or without reason and with or without notice. Both parties will make a good faith effort to give at least a two-week notice. I specifically understand and agree that this statement of policy contains all the terms relating to employment, and that no representations may be made contrary to the foregoing, either expressed or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, expressed or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time, with or without notice. It is understood that any change will be communicated through the usual channels and will become effective immediately.

I understand that my signature below indicates that I have read, understood, and will comply with the above statements, and have received a copy of the _____(current year) Unitarian Universalist Congregation of South County Personnel Policy Manual.

Employee Name (Print)

Employee Signature

Witness Signature

Date

LETTERS OF REGRET

Search Committee Chair should fill out Letters of Regret.

SAMPLE LETTER: NOT SELECTED FOR INTERVIEW

Date

Unitarian Universalist Congregation of South County
27 North Road
Peace Dale, RI 02879

(Applicant's name)
(Address)

Dear _____:

Your interest in the position of _____ at the UUCSC is appreciated. Following our review of all applicants, we regret to inform you that you have not been selected to interview for this position.

The selection committee appreciates the time you invested in your application. We wish you every personal and professional success with your job search. Thank you again for your interest in our congregation.

Regards,

Search Committee Chair

SAMPLE LETTER: NOT SELECTED FOR FINAL INTERVIEW OR POSITION

Date

Unitarian Universalist Congregation of South County
27 North Road
Peace Dale, RI 02879

(Applicants Name)
(Address)

Dear _____:

We appreciate the time you took to apply and interview for the position of _____ . After careful consideration of your qualifications, we regret to inform you that you have not been selected (for a final interview/ to fill the position).

We wish you success with your job search. Thank you again for your interest in our congregation.

Regards,

Search Committee Chair