

# UUCD Personnel Policy

## Appendix E

### **SUBJECT:** UUCD Hiring Process

1. Needed position identified by staff or committee
2. Personnel committee involvement obtained
3. Job description created by Personnel Committee , or in special circumstances, by an ad hoc task force selected by the stakeholders with input from the Personnel Committee.
4. Proposed compensation determined with treasurer and Personnel Committee
5. Board approval secured through liaison
6. Position posted on Web Sites (e.g. UUCD, PSD, UUA) by Congregational Administrator
7. Position posted in Newsletter, local colleges, newspapers, or other sources as applicable by Congregational Administrator or Personnel Committee
8. Resume and cover letter by interested parties requested to go to UUCD
9. Personnel Committee:
  - screens applications
  - arranges interview times with applicants
  - sends application for employment to applicants selected for interview
  - convenes interview committee
  - conducts interviews
  - selects candidate with interview committee
10. Personnel Committee chair informs Board of selection through liaison
11. Board approves selection and votes to hire
12. Background check initiated by Personnel Committee chair or Congregational Administrator
13. Potential supervisor or Personnel Committee chair makes offer of “at will” employment contingent upon background check results
14. Supervisor conducts orientation to personnel policies, office and staff, and duties and responsibilities as outlined in the job description

Approved by	Date Effective	Supersedes	Policy Number
Minister, Personnel Committee & Officers	1/27/09		E1