

## **Management Policy for Recruitment and Hiring of US Domestic Positions**

### **CRCNA statement:**

**We believe God has called us to develop a racially and ethnically diverse family of God. We adhere to the following guidelines in our recruitment and hiring practices in support of this goal.**

**It is important that we follow the steps outlined below to assist us in broadening our recruitment efforts and to assist us in ensuring fair and equitable hiring practices throughout all departments/agencies of CRCNA.**

### **Tasks for Team with Position Openings/Job Vacancies:**

1. The job description must be reviewed and approved by the supervisor's team leader and World Renew's Human Resource Manager office prior to posting.
2. Prior to posting the supervisor who has the position opening/job vacancy will work with the Human Resources Manager of World Renew to develop a recruitment plan for their respective position opening/job vacancy. The plan will minimally include posting on the CRCNA/World Renew website, an announcement to CRC congregations and colleges which are appropriate to the recruitment area, and identified social media sites, e.g. CRCNA/World Renew Facebook page. In addition at least 3 other avenues should be identified and used which could include newspaper classified postings, list serves, publications, associations, or other social media sites in an effort to increase diversity in the applicant pool.
3. World Renew's HR Team will complete the advertisement for the position vacancy. Once the job description and advertisement are finalized, World Renew HR will connect the supervisor with, CRCNA Human Resources. CRCNA-HR will post the vacancy on the CRCNA website and create the on-line application. The supervisor who has the position opening/job vacancy will to construct a diverse interview team. The interview team should consist of the supervisor and at least 1- 3 additional staff. The size of the interview team may vary based on the position, but at least two paid World Renew staff must participate in every interview.
4. Prior to the first interview, the interview team must participate in the Unconscious Bias training to be arranged by CRCNA Human Resources.
5. The interview team will create an interview rubric or interview evaluation tool that will be used by the interview team to assess the applicant pool. This tool should be used to evaluate the qualifications and skills of each applicant. The interview team, in consultation with CRCNA Human Resources, must also develop a set of interview questions that will be used for each round of interviews. The same set of questions should be used for each interviewee for example, the same interview questions for the first round of interviews and a different set of interview questions for the second round of interviews and so forth.

6. If an adequate number of qualified applications (the specific number may vary based on the market for the specific position) have not been received the supervisor will work with CRCNA Human Resources who will extend the deadline and/or pursue additional recruitment avenues as co-identified by the supervisor.
7. The supervisor who has the position opening/job vacancy may ask CRCNA Human Resources for assistance in providing a pre-screening interview of identified applicants.

### **Tasks for the Interview Team**

1. The interview team will review all candidate applications and together select those for screening and/or face to face interviews. In general, a minimum of 4 applicants should be selected for the first round interviews. The list of selected applicants will be reviewed with CRCNA Human Resources and a mutual decision made as to who will schedule the interviews.
2. After the first round of interviews the supervisor who has the position opening/job vacancy will provide a written report (e-mail) on the outcome of the first round interviews, identifying which candidate(s) will continue in the process along with rationale for the decisions for each candidate. This report will be provided to the Human Resources Manager of World Renew and CRCNA Human Resources. The supervisor who has the position opening/job vacancy will also be asked to report on the diversity of applicants interviewed in said report. The agency, via the Human Resource Manager, may ask for additional information if there is no diversity represented in the first round of interviews.
3. At least two interviews must be conducted before a selection is made. If the interview teams have different representatives, all feedback should be provided to the supervisor who has the position opening/job vacancy and CRCNA Human Resources. At least 3 references must be checked and documented for the final applicant before an offer is extended. It is recommended that the employment references are checked between the two sets of interviews to allow follow-up interview questions to be posed in a second interview.

### **Responsibility for the World Renew Human Resource Manager**

1. Every job opening will be posted through the CRCNA Human Resources Department to ensure that all potential candidates have the opportunity to apply. Supervisors, or other team members, should not begin to select potential applicants until the position is posted on the CRCNA and World Renew's websites. Every position must be posted for a minimum of 10 business days.
2. The protocol established by the Board of Trustees shall be followed for hiring any agency director or department level directors, e.g. Director of Finance, Director of Ministry, etc.
3. CRCNA Human Resources, or the Human Resources Manager for World Renew may question the supervisor who has the position opening/job vacancy, and if necessary the department/agency director, if it appears that a representative group of applicants has not been selected for interviews.



4. Any exceptions to any of the above must be approved by the Co-Directors of World Renew and ratified by the Executive Director of the CRCNA. World Renew's Human Resources Manager is responsible for processing exceptions via the named channels, should there be a decision to invoke an exception.

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