



Steps in Our
HIRING PROCESS



Hiring Process

5 STEPS TO HIRING

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**RECRUIT
CANDIDATES**

2

**PANEL
INTERVIEWS**

3

**MANAGER INTERVIEW
& REFERENCE CHECK**

4

**BACKGROUND
CHECK**

5

**OFFER &
ACCEPTANCE
LETTER**

Hiring Process

1. RECRUIT CANDIDATES

If this is a new position request, complete the New Hire Posting Request form. The Staff Resourcing (SR) Team will present to Ps Alex Anderson for budget approval.

If a replacement position, contact your Ministry Resourcing Team, and to obtain an updated Job Description.

Speak to Volunteer Leaders in that area of ministry.

Talk to Ministry Resourcing & other Campus Directors to ask about volunteers or staff who are ready to take their next step. If a staff member is identified to transition, follow the Staff Transition in 5 Steps process.

Once the Hiring Manager is ready to begin accepting applications, the Staff Resourcing Team will create the position on our Hiring Platform.

The Hiring Manager will be granted access to their position applicants page where they can view applicant information.

Positions can be added publicly on our website and other hiring pages, or privately which would required sending applicants the direct link to apply.

ALL candidates must apply either via Bayside's website under the "We're Hiring" tab or the private link if applicable.

Hiring Process

2: PANEL INTERVIEWS

The Hiring Manager and Resourcing Representative will establish the Panel Interview Team. The Panel must consist of the same staff members to meet with ALL applicants. All Panelists must have been part of Bayside for over 5 years and know our culture well. Please see the Approved Culture Interview List to review the list of approved panelists.

Panelists will include:

- A “wild card,” is someone who will not be directly affected by the new hire
- Ministry Resourcing Representative (will lead the interviews)
- 1-2 people from their Campus and/or Ministry area
- A positional peer is someone doing the job

The hiring manager and any family members shall not be on the panel.

The Panel Team checks for correct Core Motivations and cultural fit for Bayside.

When panel interviews are complete, all panelists will meet with the Hiring Manager before making a decision and submit completed and signed forms to the Staff Resourcing Team. This includes the candidates not hired.

Hiring Process

3. HIRING MANAGER INTERVIEWS & REFERENCE CHECKS

The Hiring Manager conducts 1:1 interview(s) with the candidate(s) that unanimously passed the panel interview to determine specific skills and fit for the position.

The Hiring Manager calls references provided on the resume to confirm employment and ask if they can comment on performance. Submit completed Reference Check Form to Staff Resourcing.

4. BACKGROUND CHECKS

Provide Staff Resourcing with final candidate information to complete a background check.

Background checks can take from 1 - 7 business days, depending of states where applicants have lived in in the past 10 years.

5. OFFER & ACCEPTANCE LETTER

Hiring Manager must contact the Staff Resourcing Team for an Offer letter (digital or printed copy). Confirm salary and/or hourly rate, start date and if a Bayside credit card, access to Nexonia, and/or Martus is needed.

Effective January 2023, all New Hires will begin on All Staff day.

Upon acceptance of the offer, Hiring Manager must email a copy to the Staff Resourcing Team.

While waiting for a new hire to be added to our systems, Hiring Manager should arrange plans by reading the First 90 Days sheet.

ADDITIONAL INFORMATION

GEE TORRES

SYSTEMS SET-UP

TIFFANI MANRODT

ONBOARDING
& TRAINING

RESOURCES

FORMS & LINKS

Additional Information

SYSTEMS SET-UP

Once the acceptance letter is received by Staff Resourcing, Gee will begin the Systems Set-up process:

- A welcome email and Paycor invitation link will be sent to the New Hire for them to enter their information and provide their i9 documents (an active Passport OR Driver's License AND Social Security Card/Birth Certificate) in person in order to complete their account.
- The Staff Onboarding form will be submitted which notifies IT (laptops, Brivo Pass & phone extensions,) Finance (credit card, Nexonia & Martus,) Creative (lanyards & addition to church website) and the Executive Admins.
- A Bayside email will be created (but not shared), and access will be granted to Staff Resourcing and Global Calendars as well as Staff Resourcing 101 Drive. Their PCO account will also be updated/created (staff & campus location).
- Once Staff Resourcing has received the i9 documents, and their Paycor account is complete, a follow-up email will be sent to the New Hire with access to Bayside email, Paycor (time tracking if applicable, PTO & pay, tax & other information,) Staff Portal, and all other applicable information.

When they have successfully been added to the Staff Resourcing systems, the Hiring Managers will receive an email with confirmation, and also providing the First 90-days sheet. We recommend reviewing prior to New Hire start date.

On their start date, New Hires will receive two emails from Gee. The first is regarding their Benefits Open Enrollment in Paycor (with a 2-weeks deadline) and the second with information and instructions on how to enroll for Empower 403b.

Additional Information

ONBOARDING & TRAINING

In order to properly welcome and train our New Hires, the start date will always be on All Staff days. Tiffani will spend 4 days with them for New Staff Orientation where they will meet with Ministry Leaders and receive training for:

- Cultural Values
- Our Structure and Who are Our Leadership Team
- Access to Email, Google Calendars, including Global and Staff Resourcing Calendar and Google Drive
- Staff Portal
- Day-to-day Paycor needs
- Finance related systems and rules such as Nexonia and Martus and Tax Exemption
- Planning Center
- Handbook Overview, including Child & Vulnerable Adult Abuse Reporting
- Blackout Dates
- Benefits
- Growth Track Leadership/Coaching Overview
- NextGen Rules and Expectations
- Missions
- Outreach and City Serve Operations
- Relate

Additional Information

FORMS & LINKS

Please click any link below to be directed to the page or document.

- [New Hire Request Form](#)
- [Staff Transition in 5 Steps](#)
- [We're Hiring Page](#)
- [Staff Portal](#)
- [Approved Culture Interview List](#)
- [Panel Interview Forms](#)
- [Reference Check Form](#)
- [First 90 Days Sheet](#)

Any additional questions regarding the hiring, systems set-up, or onboarding and training process, please contact the Staff Resourcing Team. We're here to help make this process as easy as possible.

HIRING PROCESS



THANK YOU

