

BY GRACE

SPIRITUAL LEADERSHIP CONFERENCE

Title: Hiring and Assimilating New Employees

Speaker: Dr. Tom Shepherd

*“And he gave some, apostles; and some, prophets; and some, evangelists; and some, pastors and teachers; 12 For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ:”
(Ephesians 4:11-12)*

Introduction: _____

1. _____

- Always be _____
- First _____ , then _____ (*Good to Great* by Jim Collins)
- _____ lists
- _____ , communicate with peers

Hiring Process

Job Description

Review Resumes

Questionnaire

Term (How long)

Interview

References (Forensic References)

Prayer

2. _____ or _____

A. What's the _____ ?

1. Helps staff _____ quickly
2. Enhances individual and group productivity
3. Fosters relationship building and networking
4. Fully transitions staff to the role, organization, and culture
5. Key to _____

B. _____

1. Have _____ and _____ ready
2. Prepare staff
3. First day introductions
4. Small stuff
5. HR forms
6. _____ points
7. Probationary period

Conclusion: _____

If you have a question for one of the Q&A sessions, please submit it to **QA@lancasterbaptist.org**.

