



## Pastoral Center

### Hiring Process for Existing and New Positions

1. Hiring leader receives approval from their immediate supervisor and the CFO by completing the Approval to Hire Form.
2. Hiring leader and applicant complete the following paperwork:
  - a. Diocesan Employment Application (Applicant)
  - b. Screening Form (Applicant)
  - c. Interview Form (Leader)
  - d. Reference Information Form (Leader)
4. References are checked and documented by the hiring leader.
5. Background Investigation is done by the Safe Environment Office per request from the hiring leader.
6. Hiring leader is notified of the results of the background investigation by the Safe Environment Office.
7. Hiring leader informs Applicant of the decision to hire/not hire.

8. Hiring leader and the Applicant complete the following forms:
  - a. Payroll Status Form (Leader)
  - b. Direct Deposit Form (Applicant)
  - c. I-9 Employment Eligibility Verification (must have witness verify as well as identification) (Applicant)
  - d. W-4 (Applicant)
  - e. 403b Retirement Plan Forms (Applicant)
  - f. Internet Use Policy (signature required) (Applicant)
  - g. Safe Environment Acknowledgement (signature required) (Applicant)
  - h. Diocesan Policy Acknowledgement (signature required) (Applicant)
  - i. Group Insurance Enrollment Form (Applicant)
  
9. All completed forms are given to the Business Office's Administrative Assistant who checks for completion and then distributes the forms to the Safe Environment Office, Group Insurance Office, and Payroll Office.

**\*New Employee is not to be onsite and working until all paperwork is complete.**