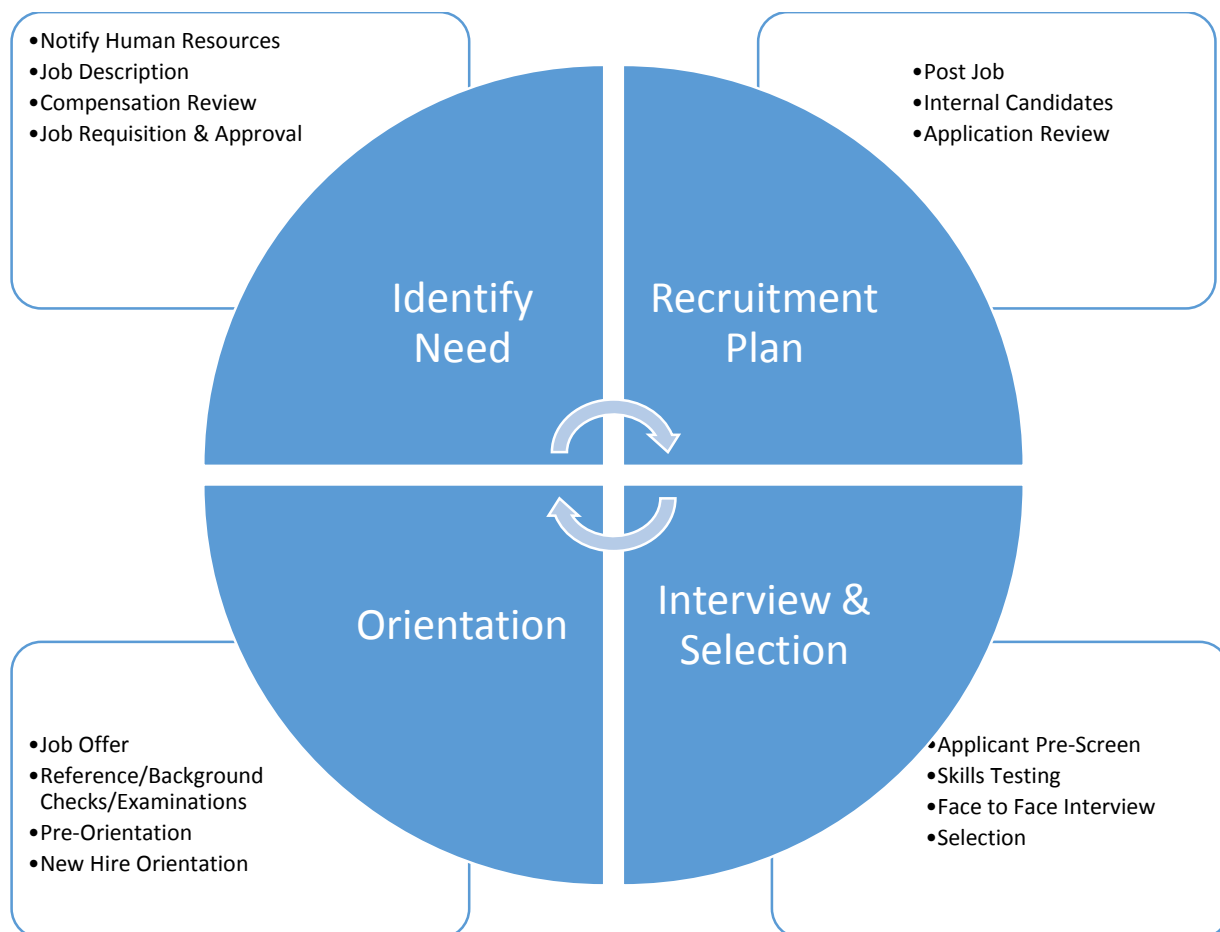




Archdiocese of **LOS ANGELES**

Recruitment Guidelines



The Archdiocese of Los Angeles recognizes that our employees are fundamental to our success in supporting and serving our Catholic Community. As such, the goal of the Archdiocese is to attract, hire, and retain qualified candidates that support our Mission and live our Core Values. The recruitment process outlined below promotes a positive and consistent recruitment process for both the hiring department and interested candidates, by ensuring open positions have been approved, properly classified and budgeted, and provided a Job Description prior to being advertised. The process will help establish a qualified candidate pool and ensure candidates are interviewed and selected using equitable and fair hiring practices.

Identify Need

The Department Manager at the Archdiocesan Catholic Center or Cemetery Manager in Catholic Cemeteries (“Hiring Manager”) identifies a need at their location when a position is: created, added, or requires a replacement due to a voluntary or involuntary termination. To initiate a job requisition, the following steps take place:

1. Notify Human Resources (*Hiring Manager*)

- a. Hiring Manager notifies the Human Resources Employment Manager (“HREM”) of an opening

2. Review or Create the Job Description (*HREM & Hiring Manager*)

- a. For existing and new positions, HREM will check Share Point to see if a Job Description exists. If a position has not been active for 1 (one) year from the date of request it is considered a new position.
 - i. If a Job Description is on file:
 1. HREM will forward the Job Description to the Hiring Manager for review
 2. Hiring Manager will review the Job Description
 3. Hiring Manager will forward reviewed Job Description to HREM
 4. HREM will review and approve any changes to revised Job Description
 - a. Job Descriptions for new positions require approval from Director of Human Resources
 5. HREM will forward reviewed/approved Job Description to HR Secretary
 6. HR Secretary will save changes and upload approved Job Description to Share Point
 7. HREM will print copy of approved Job Description and keep with Requisition Form
 - ii. If a Job Description is not on file:
 1. HREM will forward a similar Job Description to the Hiring Manager to use as a reference
 2. Hiring Manager will create a Job Description by identifying the essential functions and requirements of the job (Hiring Manager is encouraged to partner with the HREM for assistance)
 3. Hiring Manager will forward reviewed Job Description to HREM
 4. HREM will review and approve any changes to revised Job Description
 - a. Job Descriptions for new positions require approval from Director of Human Resources
 5. HREM will forward reviewed/approved Job Description to HR Secretary
 6. HR Secretary will save changes and upload approved Job Description to Share Point
 7. HREM will print copy of approved Job Description and keep with Requisition Form

3. Compensation Review (*HREM*)

- a. For an existing position, the HREM will obtain compensation range using predetermined salary scales
- b. For a new position, the HREM will obtain compensation range by conducting a salary study of the position

4. Draft Job Requisition (*HREM*)

- a. HREM completes and signs a *Requisition to Employ Personnel Form* (“REPF”) and attaches the approved Job Description to the REPF. The HREM’s signature on the REPF indicates the first 3 steps have been completed
- b. The HREM forwards the REPF and approved Job Description to the Hiring Manager for their signature

This form may not be modified without written permission from the Director of HR

 Archdiocese of LOS ANGELES		Requisition to Employ Personnel	
		<input type="checkbox"/> ACC <input type="checkbox"/> Cemeteries	
<small>Instructions: Please ensure that all sections are completed and the form is signed and returned to Human Resources. A job description must be attached in order for the requisition to be forwarded for approval.</small>			
Date _____	Location/Dept _____	Cost Center Code _____	
Requested by _____	Phone Number _____	Email _____	
JOB INFORMATION			
Job Title _____	Number of hours per week _____	Work Days _____	Work Schedule _____
Supervisor _____		Supervisor's Phone/Email _____	
Will this position be: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Joint Employee <input type="checkbox"/> Occasional Employee			
This Position is: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt			
Salary Grade _____	Fiscal Year _____	Salary Range (Min – Max) \$ _____	
PURPOSE FOR REQUISITION			
<input type="checkbox"/> New Budgeted Position <input type="checkbox"/> New Non-Budgeted Position			
<input type="checkbox"/> To replace _____ due to: <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Termination <input type="checkbox"/> Layoff <input type="checkbox"/> Other _____			
<input type="checkbox"/> To temporarily replace _____ due to: <input type="checkbox"/> Vacation <input type="checkbox"/> Leave of absence <input type="checkbox"/> WC Leave <input type="checkbox"/> Other _____			
<input type="checkbox"/> Temporary assignment (additional personnel) due to: <input type="checkbox"/> Special project <input type="checkbox"/> Heavy workload <input type="checkbox"/> Other _____			
The temporary assignment will begin on _____ and end on _____			
<input type="checkbox"/> Due to transfer/promotion of _____ in _____			
Name/ Job Title _____ Location/Department _____			
To _____ in _____			
Name/ Job Title _____ Location/Department _____			
JUSTIFICATION FOR REQUISITION			
<small>Please explain why the position needs to be filled. What impact will be evident if the employee is not replaced? Why is a temporary assignment necessary?</small>			
JOB POSTING INFORMATION			
<small>Unless otherwise noted, the position will be posted on the Archdiocese of Los Angeles (“ADLA”) website, Zip Recruiter, Indeed, and Bulletin Board(s) at no cost to the hiring department. Additional resources, including print and internet advertising, can be utilized to attract additional and/or job specific candidates. However, any charges incurred through outside advertisement will be billed to your department. If you would like to utilize additional resources at a premium, please specify below. Your designated recruiter will reach out to you to review options.</small>			
Would you like to use outside advertisement for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No List Sources _____			
REQUISITION APPROVALS			
<small>Hiring Manager and Executive Management approval signature is required before the job can be posted and the recruiting process initiated.</small>			
Hiring Manager (PRINT) _____	Signature _____	Date _____	
Employment Manager (PRINT) _____	Signature _____	Date _____	
Executive Management (PRINT) _____	Signature _____	Date _____	
<small>REQUISITION TO EMPLOY PERSONNEL Rev062015 ARCHDIOCESE OF LOS ANGELES</small>			

5. Executive Approval (*HREM*)

- a. Cemeteries:
 - i. For existing and new positions:
 1. HREM obtains approval signature from the Chief Financial Officer (“CFO”)
 - a. If the REPF is not signed by the HREM and/or Director of Human Resources (if applicable) the Chief Financial Officer is to return the REPF and Job Description to the HREM to ensure the proper steps have been completed
 2. CFO forwards signed REPF to HREM
 3. HREM obtain approval signature from the Director of Administration

- a. If the REPF is not signed by the HREM and/or Director of Human Resources (if applicable) the Director of Administration is to return the REPF and Job Description to the HREM to ensure the proper steps have been completed
 4. Director of Administration forwards signed REPF to HREM
 5. HREM keeps approved REPF and copy of approved Job Description in Open Job Folder
- b. Archdiocese Catholic Center (“ACC”):
 - i. For existing and new positions:
 1. Hiring Manager obtains approval signature from their Senior Advisory Group Representative
 2. Hiring Manager obtains approval signature from Moderator of the Curia
 - a. If the REPF is not signed by the HREM and/or Director of Human Resources (if applicable) the Moderator of the Curia is to return the REPF and Job Description to the Hiring Manager to ensure the proper steps have been completed
 3. Hiring Manager forwards signed REPF to HREM
 4. HREM keeps approved REPF and copy of approved Job Description in Open Job Folder

Recruitment Plan

Once the REPF is drafted, approved, received, and verified by the HR Employment Manager, he/she will work with the Hiring Manager to create and implement a recruiting plan that meets both, process requirements and the needs of the Hiring Manager.

6. Posting the Job (*HREM & Hiring Manager*)

The Hiring Manager and the HREM work together to advertise the position. An open position must be posted internally and remain posted for a minimum of 5 calendar days. Before a final candidate is selected, at least 1 (one) round of external and/or internal interviews must take place.

- a. Cemeteries and ACC
 - i. HREM will coordinate with HR Secretary to post the job to the Archdiocesan Website
 - ii. HREM or HR Secretary will post job through cost effective channels (Ex. Zip Recruiter, Work Source/Community Centers, Educational Institutions, Free Job Boards, etc.)
- b. Cemeteries
 - i. Hiring Manager will partner with local parishes to post the job
 - ii. Hiring Manager will post jobs in a visible area at their location
- c. ACC
 - i. HREM or HR Secretary will post open positions in a visible area at the ACC
- d. The Hiring Manager may wish to post the job through additional resources. (Ex. Indeed, Monster, Career Builder, Catholic Jobs, etc.) The Hiring Manager’s Department will be billed for any cost. Process includes:
 - i. Hiring Manager sends an email to the HREM making the request, if not already specified on REPF
 - ii. HREM will conduct research and provide Hiring Manager with cost analysis

- iii. Hiring Manager will send HREM an email approving the cost
- iv. HREM will post job(s) per Hiring Manager request and coordinate with HR Secretary to bill Hiring Manager's department

7. Internal Candidates (*HREM*)

Internal Candidates interested in applying for an open position must have completed 6 months in their current position and be in good standing.

- a. Cemeteries
 - i. Candidate must fill out an Internal Transfer Application ("ITA") and submit to his/her Cemetery Manager
 - ii. Cemetery Manager signs approval and emails ITA to HREM
 - iii. HREM sends ITA to Director of Administration, Cc Executive Assistant to the Director of Administration, for approval signature
 - iv. Director of Administration/Executive Secretary forward signed ITA to HREM
 - v. HREM forwards approved ITA to Hiring Manager for consideration
- b. ACC
 - i. Candidate must fill out an Internal Transfer Application ("ITA") and submit to his/her Department Manager
 - ii. Department Manager signs approval and emails ITA to Senior Advisory Group ("SAG") representative for signed approval
 - iii. Once signed by SAG representative, Department Manager forwards signed ITA to HREM
 - iv. HREM forwards approved ITA to Hiring Manager for consideration
- c. Internal candidates are not guaranteed an interview or placement. HREM will contact him/her personally to notify him/her of any decision made

8. Resume/Application Receipt & Review (*HREM & Hiring Manager*)

Resumes and applications received via:

- a. Archdiocesan website and external job boards
 - i. HREM or HR Secretary will pre-screen for minimum qualifications and ensure a cover letter, resume and application have been submitted by the candidate
 - ii. HREM or HR Secretary will forward resumes/applications of qualified candidates to Hiring Manager via email for review
 - iii. The HREM or HR Secretary will retain all applications/resumes electronically
- b. Parish Outreach (Cemeteries Only)
 - i. Hiring Manager places all applications received via Parish Outreach in a manila folder titled: Open Position, Open Date (Example: **Grounds Worker, August 2014**)
 - ii. Hiring Manager retains manila folder until the position is filled
 - iii. Once the position is filled, the Hiring Manager forwards the contents of the manila folder to the HREM
- c. Walk-ins/Employee Referrals
 - i. ACC – Applications are to be forwarded to Human Resources
 - ii. Cemeteries
 - 1. Hiring Manager places all applications received via walk-ins/employee referral in a manila folder titled: Open Position, Open Date (Example: **Grounds Worker, August 2014**)

2. Hiring Manager retains manila folder until the position is filled
3. Once the position is filled, the Hiring Manager forwards the contents of the manila folder to the HREM
- d. All applications are kept for a period of 2 (two) years


Skills Testing, Interviewing and Selection

Once the job has been posted and the resumes/applications collected and screened to ensure the candidates meet the minimum requirements, the Human Resources Employment Manager, if applicable, will conduct a more in-depth screening process to include a: phone screen, face-to-face interview (if applicable), and skills testing (if applicable). Those who best meet the requirements of the job will be scheduled for an in person interview with the Hiring Manager, who will then assess all candidates and select the final candidate.

1. Phone Screen (HREM)

- a. If applicable, HREM will conduct a phone screen of candidates using the *Phone Screen Form*

This form may not be modified without written permission from the Director of HR



PHONE SCREEN FORM

Applicant Name: _____

Date/Time of Screen: ____/____/____ at ____:____ AM ____ PM

Contact Information: (____) ____-____ Email: _____

Position Applying For: _____ Location Applying At: _____

1. How did you find the job posting?
Online Job Posting ☐ site: _____ Archdiocese Website ☐ Other: ☐ _____
2. Are you currently employed? ☐ Yes ☐ No
If yes, why do you wish to leave your current position? _____
i. Current wage? _____

Discuss Position and comprehensive benefits package that includes: voluntary medical, dental and vision plans, paid Holidays and Sick Days, pension plan, and more.

- ii. Are you comfortable with the position and wage? ☐ _____
- iii. Willing to do light travel? ☐ Yes ☐ No

3. Do you speak any other languages beside English? (Read, write, Speak? Fluency?)

4. Are you a practicing Roman Catholic? ☐ Yes ☐ No
5. Computer software proficiency (if applicable)

a. Excel	<input type="checkbox"/> basic	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced	<input type="checkbox"/> not familiar
b. Word	<input type="checkbox"/> basic	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced	<input type="checkbox"/> not familiar
c. PowerPoint	<input type="checkbox"/> basic	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced	<input type="checkbox"/> not familiar
d. Outlook	<input type="checkbox"/> basic	<input type="checkbox"/> intermediate	<input type="checkbox"/> advanced	<input type="checkbox"/> not familiar
6. Tell me about your experience in sales?

7. 3 words that best describe you:
a. _____
b. _____
c. _____
8. 3 words that your supervisor(s) would use to describe you:
a. _____
b. _____
c. _____
9. Describe your ideal work environment?

PHONE SCREEN FORM Rev022015 | ARCHDIOCESE OF LOS ANGELES

2. Skills Testing (HREM)

- a. If applicable, HREM or HR Secretary will coordinate testing with candidate(s)
- b. HREM or HR Secretary receives testing results
- c. HREM forwards test results and recommendations to Hiring Manager for review
 - i. Candidates must have a passing score of 80% on tests to move on to an interview

- ii. If Hiring Manager would like to consider a candidate with a score below 80%, that exceptions must be approved by the Director of Administration/Department Manager and the Director of Human Resources

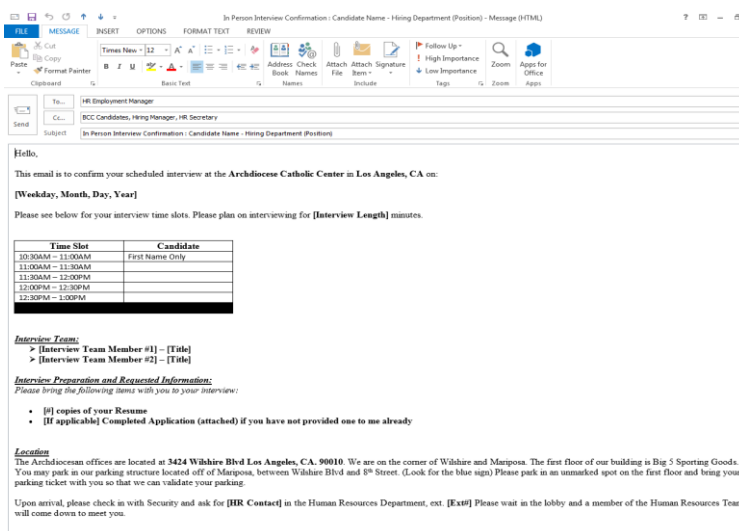
3. Face-to-Face Interview with Hiring Manager (*HREM & Hiring Manager*)

a. Cemeteries

- i. Hiring Manager will coordinate a face-to face interview with candidates
- ii. Hiring Manager informs HREM when the interview is to take place
- iii. Hiring Manager is encouraged to seek guidance from HREM in conducting interviews
- iv. Certain positions, such as Cemetery Preplanning Counselor, require a face-to-face interview with the HREM and applicable parties, either prior to interviewing with the Hiring Manager or in conjunction with the Hiring Manager

b. ACC – **Hiring Manager and HREM interview candidates**

- i. Hiring Manager informs HREM which candidates he/she would like to interview
- ii. HREM or HR Secretary will coordinate face-to-face interviews
- iii. HREM or HR Secretary will send email to candidates and Hiring Manager confirming face-to-face interview.



- iv. HREM sends the Hiring Manager an *Outlook Calendar Meeting* to remind all parties of the interview

Interview - Candidate Name (Position) - Hiring Department - Meeting

FILE MEETINGS INSERT FORMAT TEXT REVIEW

Cancel Meeting Forward Appointment Scheduling Tracking Assistant Lync Meeting Meeting Notes Context Check Names Response Options Attendees Show As Busy Recurrence Time Zone Categorize Tags Zoom Apps for Office Apps

Attendee response: 1 accepted, 0 tentatively accepted, 0 declined.

To: Hiring Manager

Subject: Interview - Candidate Name (Position) - Hiring Department

Location: Conference Room

Start time: Fri 12/15/2014 1:30 PM All day event

End time: Fri 12/15/2014 2:30 PM

Hi Hiring manager,

This is your calendar reminder for your scheduled interview on Friday, December 15, 2014 at 1:30PM. The interview will take place in the San Gabriel Conference Room on the 2nd floor.

Please let me know if you have any questions.

Thank you.

Warm Regards,

Washington

- v. HREM will schedule a meeting with the Hiring Manager prior to the interview to hand and review interview packet, which will include:
 1. Archdiocesan Core Values
 2. Interview Do's and Don'ts
 3. Interview Score Card
 4. Cover Letter
 5. Resume
 6. Application

4. Selection (*Hiring Manager & HREM*)

a. Cemeteries

- i. Hiring Manager will forward the final candidate application/resume, to the HREM with the subject line reading: **Selected Candidate : First & Last Name of the candidate(s), Position applying for, Cemetery Location**

John Doe, Grounds Worker, Cavalry Los Angeles - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Cut Copy Paste Format Painter Clipboard Basic Text Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Tags Zoom Apps for Office Apps

To: Washington Paredes

Cc:

Subject: John Doe, Grounds Worker, Cavalry Los Angeles

Attached: Application JohnDoe08292014.pdf (72 KB)

Hello,

Attached is the application/resume for final candidate.

Thanks!

Cemetery Manager

- ii. Hiring Manager will send all interviewed candidates, not selected, a letter thanking them for interviewing and informing them that they were not selected, but that their application will be kept on file for 2 (two) years. (Letters must be sent out within 3 calendar days of final candidate being selected) Template letter may be obtained from HREM

- b. ACC
 - i. Hiring Manager and the HREM discuss the final candidates
 - ii. Hiring Manager selects a final candidate
 - iii. HREM contacts candidates not selected and/or coordinates with HR Secretary to send out letters thanking candidates for interviewing and informing them that they were not selected, but that their application will be kept on file for 2 (two) years. (Letters must be sent within 3 calendar days of final candidate being selected. Internal candidates must be contacted personally by the HREM)

Reference Checks, Verbal Job Offer, Background Check, Physical Exam, Drug Testing

Once a final candidate is selected, 2 reference checks minimum are conducted prior to a verbal offer being made by the HR Employment Manager. Once the Verbal offer is made, a background check, physical examination, and drug test, if applicable, are completed.

1. Reference Check (HREM)

- a. HREM or HR Secretary conducts a minimum of 2 professional reference checks (One of the references must be a direct supervisor), using the *Reference Check Form* located on Share Point.
 - i. If the candidate was previously employed by the archdiocese, one of the reference checks completed must be from that Archdiocesan employer/supervisor
 - ii. If the candidates references are undesirable, the HREM will notify the Hiring Manager and a decision will be made to proceed with the #2 candidate or decide on next steps to be taken

2. Verbal Job Offer (HREM)

- a. HREM contacts candidate to make a verbal offer
 - i. All offers are contingent upon satisfactory completion of Fingerprinting, VIRTUS, Background Check, and if applicable, Physical Examination, Drug Test, and Breath Alcohol Test
 - ii. All compensation negotiations occur between HREM and candidate. Deviation from predetermined salary ranges or changes to job requirements and/or salary grade requires approval from Director of Human Resources, and may result in the delay of a candidate being brought onboard
- b. Candidate accepts or rejects offer
 - i. If the candidate accepts the offer, HREM or HR Secretary draft Offer Letter and emails to candidate for their acceptance. (Original Offer letter is signed during orientation)
 - ii. If the candidate rejects the offer, HREM informs Hiring Manager and discuss next steps

3. Fingerprinting (HREM)

- a. HREM or HR Secretary coordinates with candidate and Fingerprinting Department to have employee fingerprinted prior to start date
- b. If the candidate begins work without being fingerprinted, the Hiring Manager must ensure that the candidate is fingerprinted before 90 days of employment (NO EXCEPTIONS)

4. Background Check (HREM) – LEGAL REQUIREMENT: Background Checks may only be initiated following a verbal offer from HREM

- a. If background check is applicable, HREM will send Employment Inquiry Release Form to the candidate

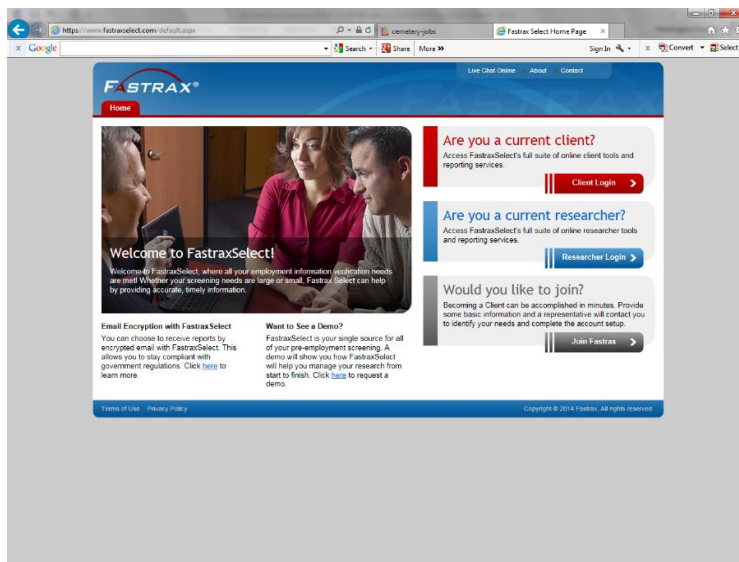
This form may not be modified without written permission from the Director of HR

EMPLOYMENT INQUIRY RELEASE			
<small>In conjunction with my application for employment (including contract services) with you, my prospective employer, I understand that you intend to hire Selection.com to obtain Consumer Reports and / or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include information concerning my credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. You also may seek information concerning my employment history, workers' compensation history, motor vehicle record, education background, civil litigation history and/or criminal record.</small>			
<small>I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.</small>			
<small>I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my employment with you. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.</small>			
Signature _____		Date _____	
THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION			
PRINT NAME _____		Last Name First Name Middle Initial Social Security Number	
PREVIOUS OR MAIDEN NAME (if applicable) _____		PHONE NUMBER _____	
STREET ADDRESS _____		CITY _____ STATE _____ ZIP _____	
DRIVER'S LICENSE NUMBER _____		STATE ISSUED _____	
EMAIL ADDRESS _____			
List states and counties of residence, other than above, for the past seven (7) years:			
COUNTY _____ STATE _____		COUNTY _____ STATE _____	
FOR IDENTIFICATION PURPOSES ONLY: Date of birth _____			
<small>My prospective employer understands me to be a screened candidate and the information requested will not be used as the basis for any employment decision.</small>			
Notice to Applicants Living in CA, OK or MN			
By checking this box, I request to receive a free copy of any Report ordered on me. <input type="checkbox"/>			
Email address: _____			
By entering my email address, I authorize Selection.com to deliver my Report via email			
Notice to California Residents:			
<small>Under section 1798.22 of the California Civil Code, you may view the file maintained on you by Selection.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Selection.com to determine with reasonable certainty that you are the subject of the report. Selection.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.</small>			
***** IF FAXING OR EMAILING REQUEST, THIS SECTION MUST BE COMPLETED BY EMPLOYER FOR PROCESSING *****			
Customer Number: _____		Location or Store Number: _____	
Contact Person: _____		Date Submitted: _____	
Information Requested: _____		Position Applied For: _____	
Combined Report: _____			
Individual Reports: _____			
Criminal Convictions <input type="checkbox"/> County(s) and state(s): _____			
Other: _____			

This Form Provided By: Selection.com 155 Tri County Boulevard, Suite 150 Cincinnati, OH 45240 Telephone - 800.325.3609 Fax - 888.787.2435
For background check entry, send to requests@selection.com
For employment or education verification purposes, email to releases@selection.com with the applicant's full name in the subject line.

10/2011

- b. Candidate completes and returns form back to HREM
- c. HREM processes background check via www.fastraxselect.com



- d. HREM receives background check results
 - i. If background check is received without negative results, HREM may proceed with coordinating candidate orientation
 - ii. If background check is received with negative results:
 - 1. If negative results directly correlate with functions of the job (Example: DUI for a candidate applying for a position that requires driving a motor vehicle) the HREM initiates adverse letter and contacts the Hiring Manager. The candidate will be given 10 calendar days to dispute the results. At which point, the offer will either stand or be rescinded
 - 2. If negative results do not directly correlate with functions of the job, the HREM will discuss the results with the Director of Human Resources for approval or denial

5. Physical Examination (*HREM & Hiring Manager*) – LEGAL REQUIREMENT: Physical Examinations may only be initiated following a verbal offer by HREM

- a. Cemeteries
 - i. HREM will inform the candidate during the verbal offer conversation
 - ii. HREM will instruct Hiring Manager to send the candidate to the clinic with a copy of Job Description
 - iii. Hiring Manager will provide candidate print out of Job Description and Medical Clinic Authorization Form
 - iv. HREM receives test results directly from the clinic and notifies Hiring Manager of pass or fail
 - 1. If Pass, HREM may proceed with candidate orientation
 - 2. If Fail, HREM will contact candidate and inform him/her of fail results and rescind the job offer
- b. ACC
 - i. If the ACC position requires a physical examination, the HREM will follow steps above with the exception of including the Hiring Manager in anything but notifying him/her of a fail result

6. Drug & Breath Alcohol Testing (*HREM & Hiring Manager*) – LEGAL REQUIREMENT: Drug Testing may only be initiated following a verbal offer from HREM

Drug & Breath Alcohol Test must be completed within 24 hours of having received a verbal offer. Failure to do so will lead to the offer being rescinded.

- a. Cemeteries
 - i. HREM will inform the candidate during the verbal offer conversation
 - ii. HREM will instruct Hiring Manager to send the candidate to the clinic
 - iii. Hiring Manager will provide candidate a clinic authorization form with instructions to take the drug & breath alcohol test within 24 hours
 - iv. HREM receives results directly from the clinic and notifies the Hiring manager of pass or fail
 - 1. If Negative, HREM may proceed with candidate orientation
 - 2. If Positive, HREM will contact the candidate and provide him/her with ten (10) calendar days to dispute the results with the clinic. The candidate will be responsible for contacting the MRO, or designee, at the facility where he/she was tested to review the appeal procedure, timeframe, and expense

involved. At the conclusion of ten (10) calendar days, if the testing center maintains the accuracy of the results, Human Resources will rescind the job offer, informing the Cemetery Manager as well. Candidate will not be eligible for hire with the Archdiocese for twelve (12) months following the test. Any applicant who re-applies and tests positive a second time will be ineligible for further consideration for employment with the Archdiocese.

c. ACC

- i. If the ACC position requires a drug test, the HREM will follow steps above with the exception of including the Hiring Manager in anything but notifying him/her of a positive test result

*For questions, refer to *Cem_Pre-employment Physical ExamGuidelines_FINAL_Rev07272015* located on Share Point

Pre-Orientation and New Hire Orientation

Once the reference checks, background check (if applicable) physical exam (if applicable), drug test (if applicable), and Breath Alcohol Test (if applicable) has been successfully completed, the HREM initiates the orientation process. Candidates will be oriented respective to their business unit (Cemeteries & ACC) payroll start date.

7. Pre Orientation (HREM)

a. Start Date Confirmation (HREM & New Hire)

- i. HREM will coordinate start date with Hiring Manager and New Hire
- ii. HREM or HR Secretary sends New Hire Confirmation Email to New Hire, Hiring Manager, and any other applicable parties

Start Date Confirmation : Guillermo Castro - San Fernando Mission Cemetery (Prearrangement Regional Manager) - Message (HTML)

FILE **MESSAGE**

Ignore Delete Reply Forward Meeting Phil S - Consult... To Manager Rules OneNote Mark Categorize Follow Translate Find Related Select Zoom

Delete Respond Quick Steps Move Actions Move Unread Tags Editing Zoom

Fri 11/7/2014 5:31 PM

Washington Paredes
Start Date Confirmation : Guillermo Castro - San Fernando Mission Cemetery (Prearrangement Regional Manager)

To: 'Bill Castro'

Cc: Washington Paredes

Bcc: Annabelle Baltierra; McMahon, Brian; ptschildts@yahoo.com

Message

I-9 Acceptable Documents2013.pdf (965 KB)
Offer Letter_Guillermo Castro_PR_11102014.pdf (70 KB)
Compensation Agreement PN Sales Management-100114.docx (40 KB)
Benefits Guide 2014-2015.pdf (892 KB)

New Hire Packet_PPC&PRM_2014.pdf (4 MB)
Job Description_Prearrangement Regional Manager_Rev112014.doc (37 KB)
PN Regional Mgr Comp Summary - Guillermo Castro.xlsx (73 KB)
Lay Pension Booklet PDF.PDF (141 KB)

Hi Bill,

Congratulations and Welcome to the Archdiocese of Los Angeles! We are excited to have you join the **Cemetery Team** as the **Prearrangement Regional Manager, East Region**.

Your start date is **Monday, November 10, 2014 at 9:00am**. As discussed, this offer is contingent upon successful completion of a background check (fingerprint), VIRTUS training, and Microsoft Office Skills testing. (You will be receiving an email from Liz Dain from Ledge for Computer skills testing. Please complete before orientation date)

Please report to the **San Fernando Mission Cemetery**, for orientation and training. As discussed, Training will be take place for two weeks at San Fernando Mission Cemetery. Address and contact information to the Cemetery is as follows:

11160 Stranwood Avenue
Mission Hills, CA 91345
Main Phone: (818) 361-7387

Directions From the 405 Freeway (Going North)

From the 405 Freeway, take the exit toward Rinaldi Street. Continue 0.2 miles and turn right onto Sepulveda Blvd. Continue 0.3 miles and turn left toward Stranwood Ave. You will then make an immediate right turn onto Stranwood. The side entrance is on Stranwood. (Do not enter through the main entrance) If you are asked, please inform cemetery personnel that you are there for New Hire Orientation and Training. The parking lot and Orientation/Training offices will be on your right hand side.

What do I bring with me?

Please make sure to bring all necessary documents to verify your employment eligibility that will complete the new hire paperwork process. **All documents must be in their original form, no copies will be accepted.**

> See the attached "I-9 Acceptable Documents" and bring any List A document OR a combination of a List B and a List C document

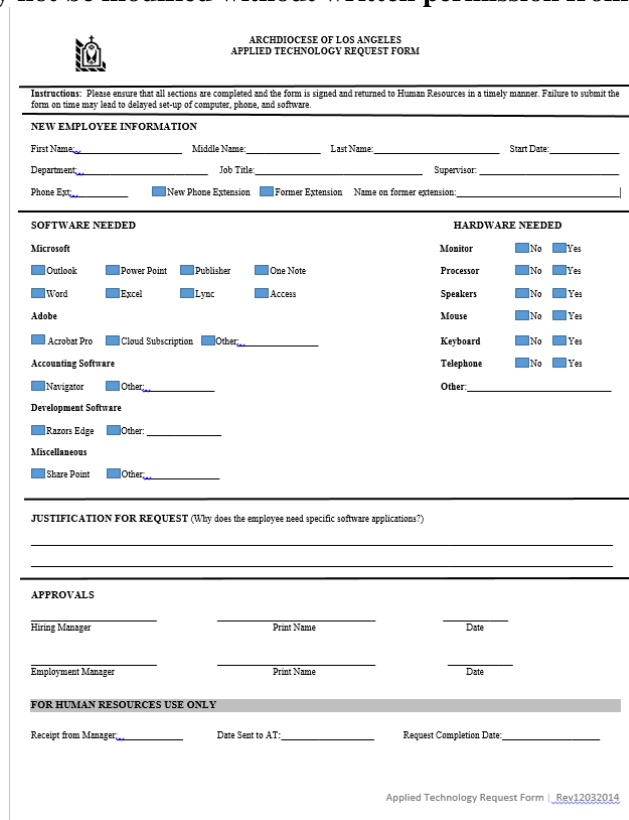
iii. Start Date Confirmation Email includes:

3. I-9 Acceptable Documents
4. Fingerprinting Schedule, if needed
5. Offer Letter with instructions to sign and submit back as soon as possible. Originals to be signed during orientation
6. Job Description with instructions to sign and submit back as soon as possible.
7. New Hire Packet with instruction on what to complete and bring prior to orientation
8. Benefits Summary Sheet
9. Pension Information PDF
10. General information on Directions, Parking, Check-in, Dress Code, contact information
11. Some positions, such as Cemetery Preplanning Counselor, require additional attachments pertinent to the position

b. Applied Technology (“AT”) Request Form (*HREM, Hiring Manager, & AT*)

- i. HREM completes Employee Information section of AT Request Form and sends to Hiring Manager to complete remaining sections of the form

This form may not be modified without written permission from the Director of HR



The form is titled "ARCHDIOCESE OF LOS ANGELES APPLIED TECHNOLOGY REQUEST FORM". It includes instructions at the top: "Instructions: Please ensure that all sections are completed and the form is signed and returned to Human Resources in a timely manner. Failure to submit the form on time may lead to delayed set-up of computer, phone, and software." The form is divided into several sections: "NEW EMPLOYEE INFORMATION" with fields for First Name, Middle Name, Last Name, Start Date, Department, Job Title, Supervisor, Phone Ext., New Phone Extension, Former Extension, and Name on former extension; "SOFTWARE NEEDED" with checkboxes for Microsoft (Outlook, Power Point, Publisher, One Note, Word, Excel, Lync, Access), Adobe (Acrobat Pro, Cloud Subscription, Other), Accounting Software (Navigator, Other), Development Software (Razors Edge, Other), and Miscellaneous (Share Point, Other); "HARDWARE NEEDED" with checkboxes for Monitor, Processor, Speakers, Mouse, Keyboard, and Telephone, each with "No" and "Yes" options; "JUSTIFICATION FOR REQUEST (Why does the employee need specific software applications?)" with a text area; "APPROVALS" with lines for Hiring Manager and Employment Manager, each with "Print Name" and "Date" fields; and "FOR HUMAN RESOURCES USE ONLY" with fields for Receipt from Manager, Date Sent to AT, and Request Completion Date. The footer indicates "Applied Technology Request Form | Rev12032014".


- ii. Hiring Manager completes, signs, and forwards back to HREM
- iii. HREM forwards to AT
- iv. AT completes request

*For questions, refer to *AT Request Form Guidelines_FINAL01152015* located on Share Point

c. New Employee Checklist (Hiring Manager & HREM)

i. HREM provides Hiring Manager with New Employee Checklist

This form may not be modified without written permission from the Director of HR

 ARCHDIOCESE OF LOS ANGELES NEW EMPLOYEE CHECKLIST		
<small>Instructions: Please review and select "complete" in electronic form or check box in paper form as you complete each action on the checklist.</small>		
NEW EMPLOYEE INFORMATION		
First Name: _____ Middle Name: _____ Last Name: _____ Start Date: _____ Department: _____ Job Title: _____ Supervisor: _____		
Status	Action	Responsible Party
<input type="checkbox"/>	Pre-Offer Acceptance	
<input type="checkbox"/>	Send offer letter & Job Description. Should include position, title, salary, etc.	Human Resources
<input type="checkbox"/>	Pre-Hire Preparation	
<input type="checkbox"/>	Send Start Date Confirmation email to new employee which includes: Electronic New Hire Packet, Form I-9 Acceptable Documents, pertinent information for first day (when/where to report, etc.) (See template <i>Start Date Confirmation Email</i>). Include any other documents you want employee to have in advance of first day of employment	Human Resources
<input type="checkbox"/>	Call new employee to confirm receipt of Start Date Confirmation Email and confirm start date, place, etc.	Human Resources
<input type="checkbox"/>	Send internal email announcing new employee's arrival date and responsibilities	HR/Mail Room
<input type="checkbox"/>	Ensure cleanliness and order of work area. Set up office space with furniture and office supplies (Desk, cabinet, chair, notebook, pen, stapler, etc.)	Hiring Manager
<input type="checkbox"/>	Order/install telephone, phone number extension, and voicemail access	HR/Operations
<input type="checkbox"/>	Computer processor, screen, keyboard, mouse, login and password setup, email setup, and any required software installation (AT Request Form)	HR/Hiring Manager/AT
<input type="checkbox"/>	Building Access Card	HR/Ops
<input type="checkbox"/>	Request Cell Phone/Laptop if applicable	Hiring Manager
<input type="checkbox"/>	Business Cards if applicable	Hiring Manager/HR
<input type="checkbox"/>	Schedule New Employee for New Hire Orientation	Human Resources
<input type="checkbox"/>	Create a schedule for new employee first week (Examples: Introduction to department, required training, meet & greets, etc.)	Hiring Manager
<input type="checkbox"/>	Coordinate a meaningful first work assignment	Hiring Manager
<input type="checkbox"/>	Arrange lunch with co-workers for first day of work	Hiring Manager
<input type="checkbox"/>	New Hire Orientation (First Day of Employment)	
<input type="checkbox"/>	Review & collect new hire paperwork (Form I-9, Emergency Contact, etc.)	Human Resources
<input type="checkbox"/>	Provide employee with ID Badge	Human Resources
<input type="checkbox"/>	Supervisor training if applicable	Human Resources
<input type="checkbox"/>	Building access card	HR/Ops
<input type="checkbox"/>	New employee meets manager, co-workers, and work area	Hiring Manager

New Employee Checklist | Rev01072015

8. Orientation (*New Hire, HREM, Benefits, Payroll, Employee Relations, Operations, Moderator of the Curia*)

Orientation may take place at the employee's work location, nearest location, or at the ACC as needed. Employees will be oriented respective to their business unit (Cemeteries & ACC) Monday payroll start date. Orientation to be held the first two Mondays of each month to accommodate for each business unit.

- a. New Hire will report to the orientation location as instructed in Start Date Confirmation email
- b. New Hire will have his/her picture taken for an ID Badge
- c. HREM will collect New Hire Paperwork
- d. HR Secretary will make copies of New Hire Paperwork for New Hire
- e. Orientation with department partners takes place
- f. Employee will be issued an ID Badge, access card and parking validation, if applicable
- g. If applicable, HREM will give new employee a tour of the facility
- h. New supervisors must meet with the Director of Human Resources for new supervisory training on their first day of work

- i. HREM will release the employee
 - i. Cemeteries
 - 1. HREM will release the employee with instructions to report to his/her cemetery location to begin his/her workday
 - 2. HREM will contact the Hiring Manager to let him/her know that the employee is on his/her way
 - ii. ACC
 - 1. HREM or HR Secretary will escort employee to his/her department where he/she will begin his/her workday
- j. HREM will complete REPF and hand deliver New Hire Packet, including REPF, Application, Resume, Interview Notes, Exam Results, etc. to HR Secretary for processing
- k. HREM will check in with new employee at the end of the work day to see how his/her first day went

ENDS RECRUITMENT PROCESS, BEGINS ONBOARDING PROCESS