

Intake Form

Job	Selection		
Title: _____ Pastor/Principal Approved: ____/____/____ Department: _____ Reports To: _____ Class <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt Pay Grade: _____ Job Code: _____ Target \$: _____ Salary Range: Min: _____ Mid: _____ Max: _____ Type: <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Seas/Temp Hours / week: _____	Hiring Manager: _____ Search Team: _____ _____ <u>BM</u> <u>HM</u> <input checked="" type="checkbox"/> <input type="checkbox"/> Phone Screen <input checked="" type="checkbox"/> <input type="checkbox"/> F2F #1: Schedule/Host <input type="checkbox"/> <input checked="" type="checkbox"/> F2F #1: Conduct Interviews <input checked="" type="checkbox"/> <input type="checkbox"/> F2F #2: Schedule/Host <input type="checkbox"/> <input checked="" type="checkbox"/> F2F #2: Conduct Interviews <input checked="" type="checkbox"/> <input type="checkbox"/> Pastor?: Schedule/Host <input checked="" type="checkbox"/> <input type="checkbox"/> Reference Checks <input checked="" type="checkbox"/> <input type="checkbox"/> Parish/School Announcement		
Recruitment	Status		
Paylocity <ul style="list-style-type: none"> • Indeed.com • kcsjcatholic.org 	Job Posted: ____/____/____ Offer Accepted: ____/____/____ Days: ____ Start Date: ____/____/____ Days: ____		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> All Chancery <input type="checkbox"/> KCSJ Social Media <input type="checkbox"/> KCSJ Parishes <input type="checkbox"/> Benedictine <input type="checkbox"/> Donnelly <input type="checkbox"/> Handshake <input type="checkbox"/> Creighton <input type="checkbox"/> Univ of Dallas <input type="checkbox"/> Franciscan Univ </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Catholic Jobs (\$40 for 60 days) <input type="checkbox"/> Leaven (\$50 for 1 wk run) \$100 for 2 wk run) <input type="checkbox"/> Nat Catholic Reg </td> </tr> </table>	<input type="checkbox"/> All Chancery <input type="checkbox"/> KCSJ Social Media <input type="checkbox"/> KCSJ Parishes <input type="checkbox"/> Benedictine <input type="checkbox"/> Donnelly <input type="checkbox"/> Handshake <input type="checkbox"/> Creighton <input type="checkbox"/> Univ of Dallas <input type="checkbox"/> Franciscan Univ	<input type="checkbox"/> Catholic Jobs (\$40 for 60 days) <input type="checkbox"/> Leaven (\$50 for 1 wk run) \$100 for 2 wk run) <input type="checkbox"/> Nat Catholic Reg	Signatures Business Manager: _____ ____/____/____ Hiring Manager: _____ ____/____/____ Pastor: _____ ____/____/____
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