

Intake Form

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