

Candidate Cover Page

Candidate's Name: _____
Address _____ City _____ State/Zip _____
Email _____ Cell _____
Current District _____
Current District/Network Superintendent _____
Email _____ Phone _____
Source (applied, recommended, or enlisted): _____

List Date

1. _____ Pastor's résumé with references received
2. _____ Letter acknowledging receipt of résumé sent
3. _____ Internet links with sermons received
4. _____ Second verification letter sent
5. _____ First elimination decision
6. _____ If definite "no," send non-acceptance letter
7. _____ Telephone references completed
8. _____ Superintendent reference completed
9. _____ Sermon evaluations completed:
Committee member 1 (Initials) _____ Score _____
Committee member 2 (Initials) _____ Score _____
Committee member 3 (Initials) _____ Score _____
10. _____ Second elimination decision
11. _____ Candidate questionnaire sent to "A" list candidate/Questionnaire received _____
12. _____ Schedule of first phone interview
13. _____ Schedule of second phone interview
14. _____ Schedule of phone video interview
15. _____ Run Background check if a top 3 candidate (be sure to have them sign the release)
16. _____ Contextual visit to candidate's church to observe their ministry
17. _____ Schedule of personal interview
18. _____ Decision based on personal interview
19. _____ Notification of decision sent

SPECIAL NOTES:
