**Candidate Cover Page**

Candidate’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Zip \_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current District/Network \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_