CHICAGO
THEOLOGICAL
SEMINARY

FROM THE OFFICE OF FINANCE & ADMINISTRATION
CTS HIRING GUIDE CONTENTS

1. Hiring Process Checklist

2. Hiring Policy: Process and Procedures

3. Personnel Requisition Policy

4. Personnel Requisition Form

5. Staff Position Description Template

6. Telephone Interview Pre-screen

7. Employment Application

8. Interview Guidelines

9. Interview: Candidate Evaluation Form

10. Employment Reference Check Form Sample

11. Payroll Change Form

12. Benefit Summary (For full-time Permanent Staff)

13. Rejecting a Candidate