CREATE A JOB/CANDIDATE SEARCH PROCESS

The entire **Create a Job/Candidate Search** Process takes place in just one section of the **ministrElife.org** site - the **Employ** section.

The following are the steps to **Create a Job** on the **Job Board** page on **ministrElife**.

- Go to the **Employ** section of **ministrElife.org**.
- To **Create a Job**, first you must choose the church for which you want to create the position. To do that:
    - Go to left hand side menu of the **Employ** page
    - Click on the menu item **Organizational Directory**. See screenshot below. (All churches and organizations associated with the previous ABPS system should be included in this directory.)
    - To find the church you are looking for, type in the name of the church in the lower Search Box in the section that says Company name. Then type the city or state of the church in the section of the Search Box that says city or state.
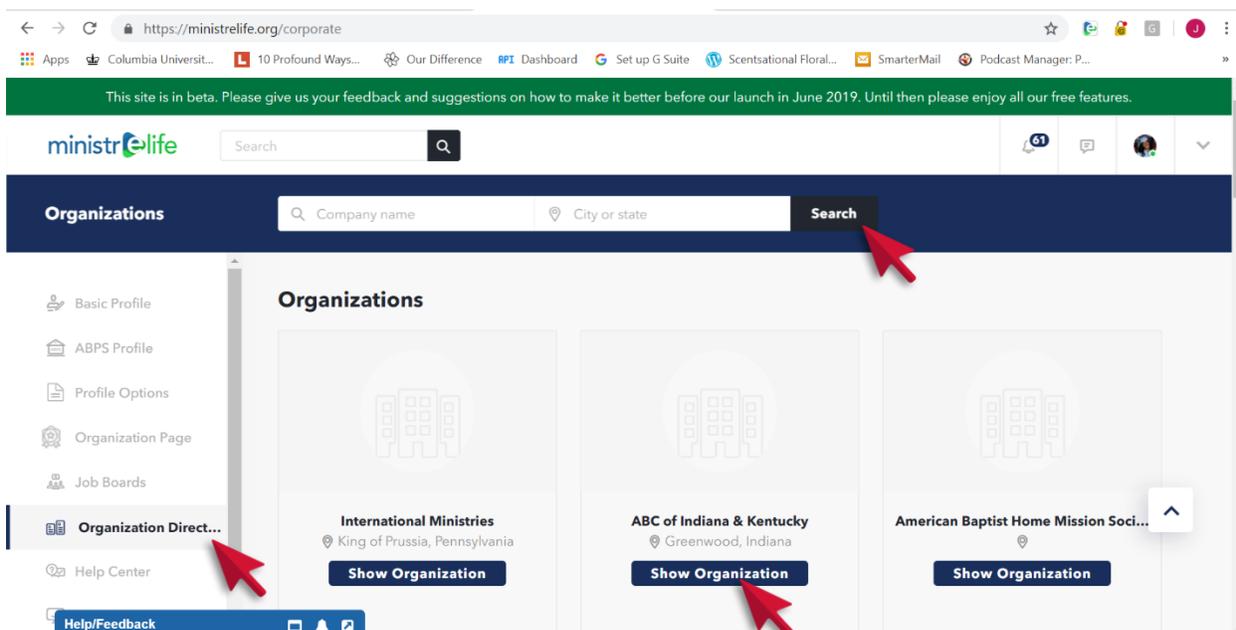
- To choose the Church, click on **Show Organization**. See screenshot below of what you will see.
- To Create a Job for this church, click on the dark blue **Create a Job** button on the right.
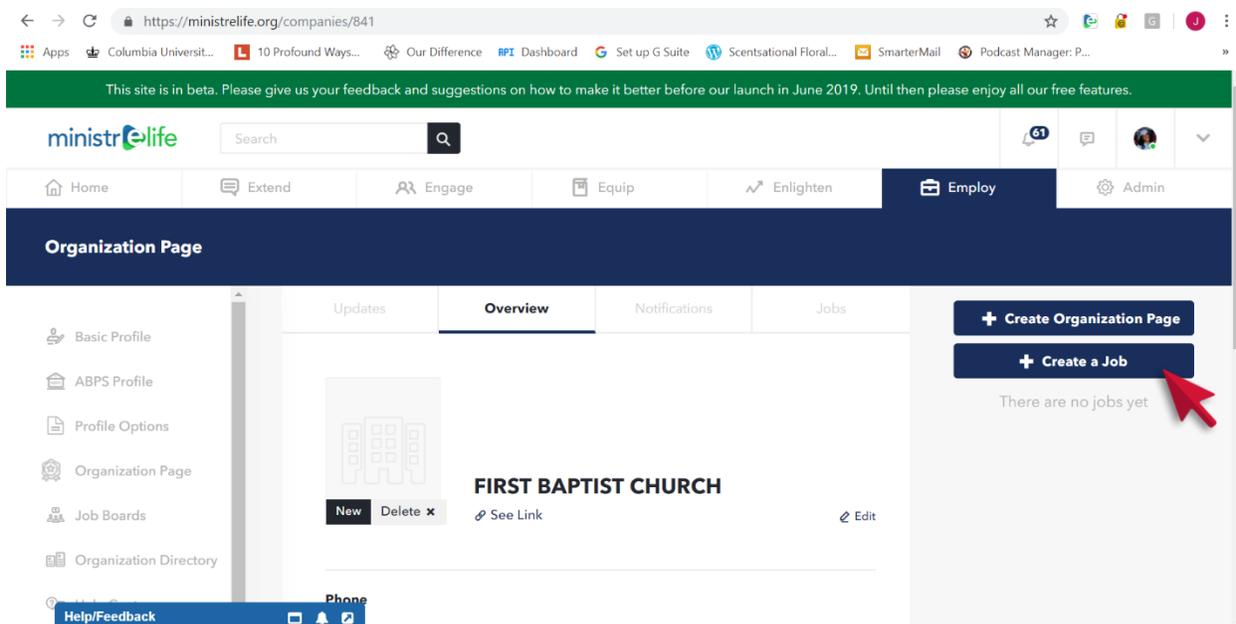
o You will then see the first of two Create a Job pages. See screenshot below. The page will prefill the name of the church, the City and the State.
o Type in the name of the position, or **Job Title**.
o Then use the drop down location, or Region, to choose the ABC Region where the church is located.

o Click **Continue** to go to page two. Page two of the Create a Job is where you choose the visibility and search criteria of your position. See screenshot below.

o Your church name, city, state and location will be prefilled. The following items will be available for you to choose to suit the needs of your specific position. PLEASE CLICK THE SAVE BUTTON throughout this process so you do not lose your information:
  ▪ **Position Type**
  ▪ **ABPS Required?** – Clicking on this box will determine who on the **ministrElife** platform will be eligible to be searched and eligible to see the position.

- **Invitation Only** – Clicking on this box will determine if your job will appear on the **Job Board** or if you will be the only one knows about the job unless you invite someone to see the position.
- **Lowest Level of Education Required**
- **Worship Attendance**
- **Community Descriptor**
- **Date Open**: From – To – Please do your best to keep this timing tight and accurate. We want to keep the **Job Board** fresh and active to encourage candidates to come to the board often. An automated reminder will be sent out to you 15 days prior to the expiration date to extend it if you need to.
- **Professional Specialties**: (or Ministry Specialties) List according to priority. With the new algorithm built into the **ministrElife** platform, this function serves a big role in that it will rank your candidates based on the priority order you provide. It will not eliminate candidates if you put a specialty in that the candidate did not list.
- **Contact Person** – Choose the person that you want listed as the contact for this position. This person's name and information will appear on the front of the job on the **Job Board**. All information associated with the search will still be associated with the person creating the job.
- **Short Description** – In 500 characters or less, place the most important text that you need to tell the candidate about this job. You will eventually be able to include an additional email address here for additional items to be uploaded.
- **Full Description** - Feel free to add as much additional information about the position here. You can use the cut and paste function to add text.

- o Make sure you click the **Save** button.
- o You can click the **Preview** button to see how your post will look on the **Job Board**.
- o Once complete, you will have to click the **Submit for Review** button. This Create a Job form will then go to the ABPS Staff to just check over what you have submitted. They will contact you with any issues/questions. Otherwise, they will approve your position within 8 business hours. You will be notified when it has been approved. Your job will then appear on the **Job Board** (if you did not choose Invitation Only) and you will be ready for the Candidate Search.

The following are the steps to **Search for Candidates** on **ministrElife**.

- Go to the **Employ** section of **ministrElife.org**.
- To **Search for Candidates**, first you must choose the church for which you created the position. To do that:
  - o Go to left hand side menu of the **Employ** page
  - o Click on the menu item **Organizational Directory**.
  - o To find the church you are looking for, type in the name of the church in the lower Search Box in the section that says Company name. Then type the city or state of the church in the section of the Search Box that says city or state.
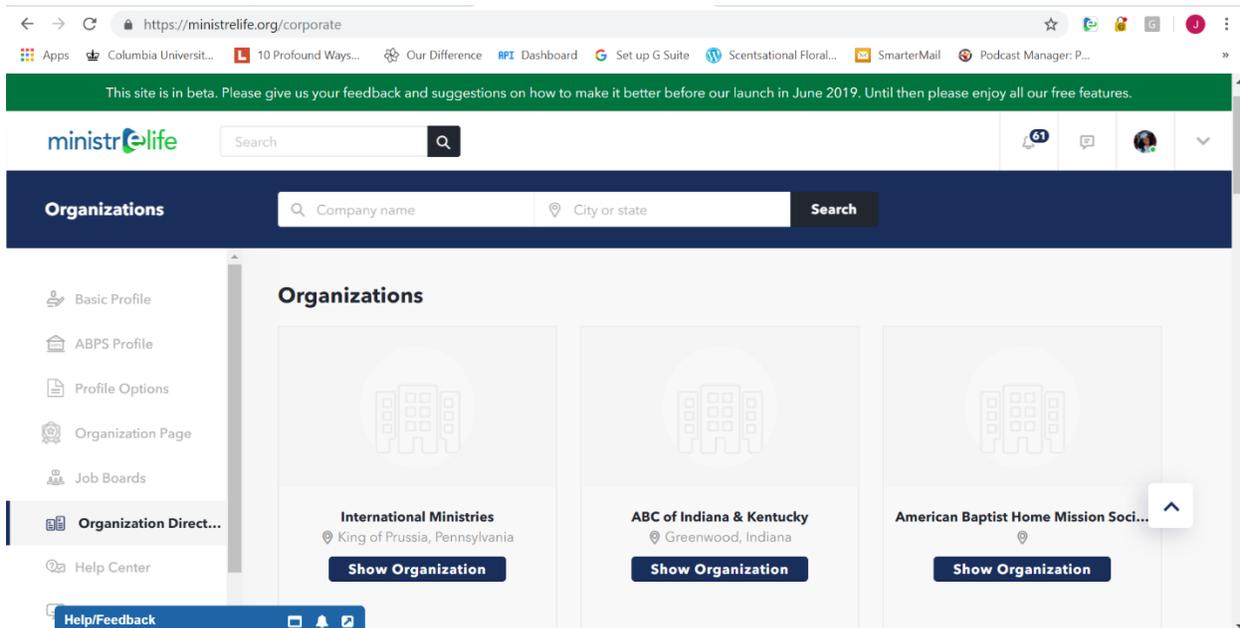
  - o To choose the Church, click on **Show Organization**.
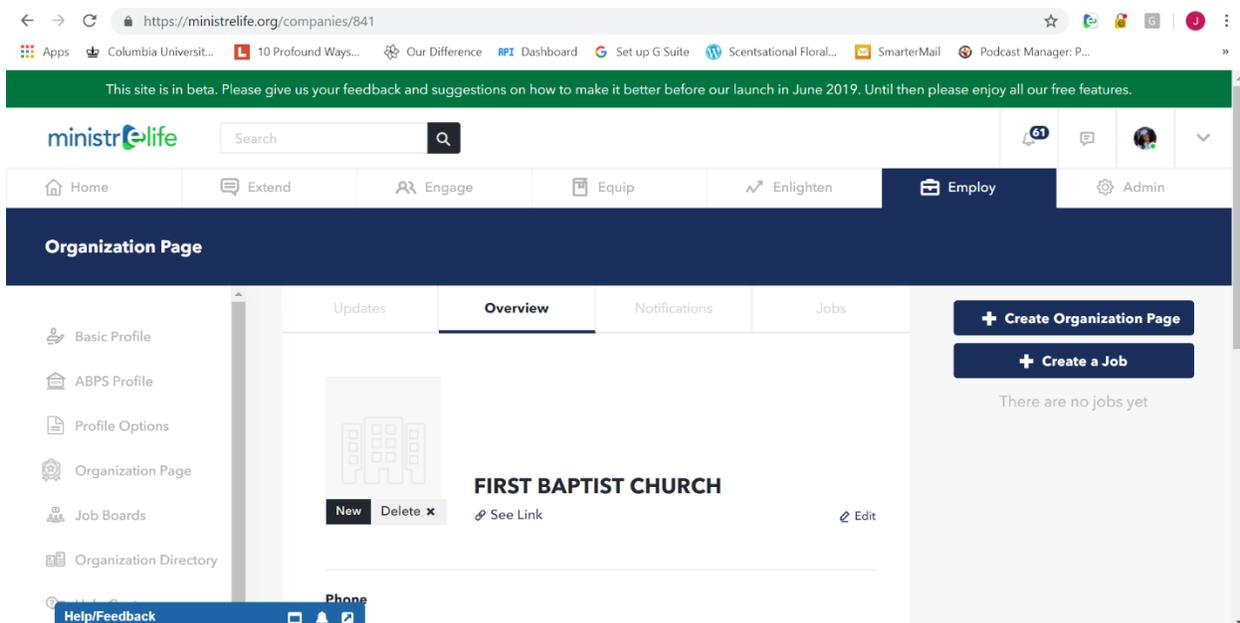
  - o Once in the Organization Page, click the 4ᵗʰ tab, **Jobs.**

- o All the jobs that have been created for this organization will be here in this tab.
- o Scroll down to the job for which you want to do the search.

- o To **Search for Candidates** for this organization, click on the **Search for Candidates** button to the right of the Position Title you created. It will turn dark blue.
- o This search will be happening real time, without delay. Allow the **ministrElife** algorithm to do the search for you to find the candidates that match your position. It may take a minute. Do not keep pressing the button.
- o Your real-time results will then display!

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