



Steps to Filling your Job Openings:

1. Write a full job description (*templates are available*)
2. Set an end date for accepting applications
3. Decide who is going to receive applications
4. Decided the requirements for applying (resume, cover letter, references, etc.)
5. Notify HR of the open position
6. Advertise the position
7. Contact applicants for interviews; send a thank you letter to non-selected applicants (*interview template script and questions available, as well as the EEOC's 'what not to ask in an interview' guide*)
8. Optional second round of interviews; send a thank you letter to non-selected candidates
9. Make an offer of employment; once the job is accepted, send a thank you letter to non-selected candidates
10. Keep applications/interview notes on file for one year; *Shred/Destroy after one year.*

Where to apply: We recommend that your office set up an office jobs email account through the Office of IT, so that all current and future job applicants can apply through your office-specific email account.

For example:

- people applying for parish positions could email jobs@nameofparish.org;
- people applying for your entity could email jobs@nameofentity.org.

What the Office of Human Resources can do for you:

- Post your full job description on the [Job Bank](#) section of the Archdiocese of New Orleans' website
- Write a summary of the job to be included in the *NolaCatholic E-Bulletin*; *published every Wed; makes print if emailed by Mon. noon.*
- Application, job description, interview templates available upon request



Others Places to Advertise:

- o Clarion Herald (contact MJ Cahill, Advertising/Marketing Director, mcahill@clarionherald.org, (504) 596-3034)
- o WorkNOLA.com (to register an account and post a job: <https://worknola.com/user/register/emp>)
- o The Advocate: To post your ad in PRINT and online contact us at 225.383.0111 or email us at classified@theadvocate.com
- o Nola.com: Contact us at 866-209-8922 or email us at employersupport@nola.com
- o Indeed.com: <https://www.indeed.com/hire?hl=en&cc=US>

