

CAREER ROADMAP



STEP 1: EXPLORE
Explore open positions by visiting www.moumethodist.org/careers.

STEP 2: APPLY
When you find a position that aligns with your interests and you meet the minimum qualifications, consider applying. Click on the classified posting and following the instructions to submit a resume and complete an application.

STEP 3: SCREENING
After you submit your resume and application, the hiring staff and one other staff person will review. If they determine that your application does not meet the minimum qualifications and many times, the preferred skills, you will be notified that your application has not moved forward.

STEP 4: PHONE INTERVIEW
All candidates meeting the minimum education and any required qualifications will be screened by phone by the hiring staff. If you are asked to provide additional information, please respond in a timely manner.

STEP 5: INTERVIEW
In-person interviews of screened candidates will occur with the hiring staff and at least one other staff person with HR authority. The interview will include a tour and meeting other employees. The number of interviews scheduled and how long this step in the process takes varies by position.

STEP 6: PRE-EMPLOYMENT
Once a leading candidate is identified, they will be asked for three references and to submit a background check (the application in step two includes a release to conduct these checks). All offers will be contingent on a clear background screening.

STEP 7: OFFER
Candidates clearing pre-employment checks will be given an offer by the hiring staff and provided with a letter prepared by the Director of Finance & Administrative Ministries. This letter will identify the expected start date and salary. Negotiations related to the start date and salary may occur during this step.

STEP 8: ONBOARDING
After successfully completing the pre-employment step and accepting the job offer, you will need to complete administrative tasks such as payroll and benefit paperwork and Safe Gatherings screening and training.

STEP 9: FIRST DAY
Welcome to the Missouri Annual Conference! New employees will begin with a cultural onboarding process, be issued all necessary equipment and property, and be taken to lunch by other staff.

