



**International  
FRIENDSHIPS**

# Staff Inquiry Process



1. Inquiry from applicant about staff position
2. Review applicant questionnaire and resume (1 week)
3. Interview with hiring manager or designee (1 week)
4. Application and assessments submitted and reviewed (2-4 weeks)
5. Interview with other parties if needed (1-2 weeks)
6. Final interview (position/salary/staffing package discussed) (1 week)
7. Position offered to applicant
8. Ministry partner development (6-12 months)
9. Fundraising bootcamp (3 days)
10. Plan and communicate likely start date and location prepares for staff (2 weeks prior to reporting to role)
11. Ministry partner development 100% confirmed
12. Release into role
13. Staff orientation and training (4 weeks)



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# Associate Staff Inquiry Process

INTRODUCTION

APPLICATION AND ASSESSMENT

OFFER &  
ACCEPTANCE

RELEASE  
INTO ROLE

1

2

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