

Note: for Head Office and CoP Rabbis, refer to the 'General' Process Flow

Recruitment Process Flow (Rabbinic)

Key:
VRF = Vacancy Request Form
HR BP = HR Business Partner
"RSCI" form = Rabbinic Selection Committee Information form

FR steps
HR steps
Selection Committee steps
FR Notifications

Step 1:
Initiate Rabbinic VRF

You will be notified once the VRF is approved by Director of Communities, Finance & HR Director

Step 2:
The Selection Committee will be asked to complete and return the offline "RSCI" form

Step 3:
Once the VRF is approved by all parties, and the "RSCI" form is received, the necessary steps will be carried out to publish the vacancy

You will be notified once the advert is live

Step 4:
Once the advert closes, and Dayan Gelley of the Beth Din has completed the Semicha approval, applications will be shared offline by HR with the Selection Committee Chair

Step 5:
Once shortlisting is complete, Selection Committee Chair to complete and return the offline Shortlist Feedback Form to HR

Step 6:
The HR Team will schedule the interviews and reject any unsuccessful applicants

Step 7:
Once interviews have concluded, Chair to complete and return the offline Interview Feedback Form to HR

FR inputs into salary negotiations

Step 8:
The HR Director will complete the 'Offer Approval (Rabbinic)' form

The FR will receive notification of the Offer Approval form

FR reviews draft contract

Step 9:
The HR Team will then issue the contract and commence the pre-employment checks

You will be notified once the pre-employment checks commence and will be updated regularly on the progress

Step 10:
Complete the 'Right to Work upload' form (the Synagogue Administrator can complete this on the FR's behalf, if required)

Step 11:
Once the pre-employment checks are complete (including the vote), the start date will be agreed between the applicant and the HR Director

Step 12:
Once the start date is agreed, the applicant will be transitioned to an employee and sent confirmation of their start date. They will also be asked to complete their onboarding activities directly in CoreHR.