

# HR NEWS

Highlights for your Parish/School Human Resources Needs



## WHAT'S NEW IN HR?

- Hiring, part 2
- Assessments
- Mental Health
- Book: Dare To Lead
- HR Office Update

## HIRING PROCESS, PART 2

In April, we covered the first steps in the hiring process, position assessment and position descriptions. The next step will be setting the pay rate range and making sure the benefits are all outlined, if it is a full time position. Due to a number of factors, we currently do not have information on rates for particular positions through the Diocese, so this will be the work of the parish, school, or ACC to determine what is a fair and just wage for the position.

Once you have all of the information set on the position and pay/benefits package, it is time to start sourcing candidates. Sometimes you might already have identified a person who seems to fit the position. It's encouraged to post the position, even for a short time. There may even be a more qualified or better fit candidate that the hiring committee was unaware of. There are a lot of places you can post the position. You will want to take into consideration many things, including the type of position, the pay range, where you are located, and the type of candidate you are looking for when deciding where to advertise. For example, if you're looking for a part-time seasonal person to shovel snow, you likely won't place an ad in a bigger market or pay for ads on job websites like you might if you're looking to hire a director of religious education with particular experience and education to serve in a full time capacity in an ACC.

Common places to advertise:

- Word of mouth with current employees/parishioners
- Your website, bulletin, social media, internal communications
- Diocesan website (contact Bailey, it's free!)
- Local newspapers/media
- Other diocese nearby websites
- Catholicjobs.com (fee)
- indeed.com (fee)
- National organizations (like pastoral musicians)

# EMPLOYEE ASSESSMENTS

Nobody likes employee assessments in the moment. Often they feel like they take up time, may feel useless, and likely make employees anxious. However, they are vital to the success of your parish or school--when done well, which is the key piece that many assessments are missing. If we just go through the motions, create assessments where leaders and employees circle "doing great" for everything and put it in a file until next year, we might as well scrap the whole effort. Here are a few tips to make them worth while.

- Take the time and do the hard work.
- Go beyond only forced number rankings.
- Be honest and specific about what is going well and what can be improved.
- Reflect on the past and create goals for the upcoming year, collaboratively.
- Don't wait until the yearly assessment to share important feedback of "great job" and what needs to be improved. That should be done daily.
- Reach out to HR for templates if you need a starting place!

## HR OFFICE UPDATE

The **HR office will be closed** from the middle or end of May through the beginning of July; July and August the office will be staffed very limited hours while Bailey is out on maternity leave.

All questions regarding benefits and payroll can go to Joe Spaniol in finance, other employment concerns should go to the office of the Vicar General.



## Leadership Corner

### *Mental Health*

May is Mental Health Awareness Month. Our employee's mental well being is important. Our staff members are first human beings whose dignity should always be most important. Mental health does also impact an employee's work, as do our workplaces and our work impact our mental health. This past year has increased a lot of people's anxiety, depression, and workplace burnout. Our job is not to solve mental health for our employees, but provide the space, accommodations, and in some cases resources when they need it.

#### Resources

SHRM: [Mental Health and the Workplace](#) (article)

[National Alliance on Mental Illness](#) (website)

**Employee Assistance Programs and Resources through Lincoln Financial:** available to all benefit eligible employees.

### Bailey's Bookshelf

Dare to Lead by Brené Brown:

I will add that all of her work is beneficial to leaders. If you're not familiar yet, Brown is a research professor who has focused her work on shame, empathy, courage, and vulnerability. Her work is not going to tell you how to do x, y, or z at work, but instead helps us do the hard work of looking inward to see how our stories impact who we are and how we lead.

A great companion to this is her Dare To Lead podcast on Spotify.

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