



Submitting a résumé/application

- You will apply for an open position by submitting your résumé and information online.
- Résumés/applications are received by our HR Hiring Coordinator.
- You will receive an email acknowledging receipt of your information and will only be contacted should additional information be needed or to schedule an interview.

First Interview

- If you pass the initial HR screening and the Hiring Coordinator, along with the supervisor, wants to speak with you, you will be scheduled for an initial interview.
- This interview will last 30 to 45 minutes and will be in person or on the phone.

Second Interview

- If after the first interview, we find you would be a good fit for the position, we will schedule a second interview.
- This round is usually much more detailed and may consist of others added to the interview (i.e. additional Leadership, HR)
- This interview will last 45 minutes to 1 hour.
- It is not uncommon for applicants to have a third or fourth interview as well.

Final Interview

- After the second interview, if we feel you would be a good member of the Southland team, we will schedule a final interview round.
- This round will consist of 4 interview rounds with various Leadership Team members, an introduction to the ministry team for this position and lunch. Plan on being onsite all day.
- This day-long interview will be for full-time positions only. Part-time positions will have an abbreviated schedule.
- The final round interview will be with our Executive Team.

Offer

- Once a determination is made that you are the one for the job, the Human Resources Department will extend the offer of employment.

New Hire

- Welcome to the team!
- Upon the official acceptance of your offer, you will work with Human Resources to schedule your first day, onboarding meeting, and finalize other details.