



Job Openings

How to Advertise and Fill the Position

Steps to Filling your Job Openings:

1. Write a full job description (*templates are available*)
2. Set an end date for accepting applications
3. Decide who is going to receive applications
4. Decided the requirements for applying (resume, cover letter, references, etc.)
5. Notify HR of the open position
6. Advertise the position
7. Contact applicants for interviews; send a thank you letter to non-selected applicants (*interview template script and questions available, as well as the EEOC's 'what not to ask in an interview' guide*)
8. Optional second round of interviews; send a thank you letter to non-selected candidates
9. Make an offer of employment; once the job is accepted, send a thank you letter to non-selected candidates

Where to apply: We recommend that your office set up an office jobs email account through the Office of IT, so that all current and future job applicants can apply through your office-specific email account.

For example, people applying for HR jobs could email HRjobs@arch-no.org; people applying for IT jobs could email ITjobs@arch-no.org.

What the Office of Human Resources can do for you:

- Post your full job description on the '[Job Bank](#)' section of the Archdiocese of New Orleans' website
- Write a summary of the job to be included in the *NolaCatholic E-Bulletin*
- Application, job description, interview templates available upon request

Others Places to Advertise:

- o Clarion Herald (contact MJ Cahill, Advertising/Marketing Director, mcahill@clarionherald.org, (504) 596-3034)
- o WorkNOLA.com (to register an account and post a job: <https://worknola.com/user/register/emp>)
- o The Advocate: To post your ad in PRINT and online contact us at 225.383.0111 or email us at classified@theadvocate.com
- o Nola.com: Contact us at 866-209-8922 or email us at employersupport@nola.com
- o Indeed.com: <https://www.indeed.com/hire?hl=en&cc=US>

