

## **NLOMA Joint Recruitment Policies at a Glance**

Joint Recruitment is a result of early pioneers of Lutheran Outdoors Ministry who teamed together to share summer staff recruitment responsibilities (i.e. traveling to college campuses, talking to students and faculty about outdoors ministry, leading chapels and workshops, and interviewing potential summer staff). Working together enabled efficient use of time and resources as well as an increased national awareness of the value of outdoors ministry among university students. As a participant in Joint Recruitment, recruiters represent NLOMA and not any individual camp's needs.

### **Camp Criteria**

- Must contain within its staff or Board of Directors a Level "A" NLOMA membership.
- Level "A" members voluntarily agree to the terms presented in the Joint Recruitment Policies and to the policies and practices of the National Lutheran Outdoors Ministry Association.
- Use the unaltered NLOMA JR forms.
- Must represent all JR participating camps in all recruitment efforts.

### **Recruiter Criteria**

- Is a member of NLOMA.
- Recruits for JR participating Outdoors Ministry sites when any opportunity occurs before or after JR Roundup.

### **Interviewer Criteria**

- A member of NLOMA with a "A" or "C" level membership that has a relationship with a camp that holds a level "A" membership.
- Attends the JR selection process of the annual NLOMA gathering.

### **Candidate Profile and Interview Process**

- Camps participating in the JR process must use the candidate profile and interview developed and approved by the NLOMA JR Chair and NLOMA Board of Directors.
- Any recruiter who receives a candidate profile is responsible to see that an interview is completed and the profile is submitted to the JR selection process by the stated deadlines.

### **Recruiting Expenses**

- The majority of expenses, including lodging, incurred by recruiters during recruitment visits to selected colleges (with an emphasis on visiting LCMS campuses and LCMS campus ministries) will be reimbursed by NLOMA.
- Transportation: NLOMA will reimburse mileage to recruiters at the current rate approved by the Board of Directors of NLOMA.

### **Pre-JR Selection Process**

- Candidates may be selected and pursued for hiring only by their first-choice camp before the NLOMA Conference.
- Candidates will be designated as Hired, Undecided, or Withdrawn on the Pre-JR Control Sheet, which is turned in on the date selected by the JR Chair a few days before the NLOMA Conference.
  - This designation may be changed any time before and during the NLOMA Conference to include them in the JR Selection Process.

- Candidates marked as Undecided will be a part of the JR Selection Process.
  - Undecided candidates' interview forms are due to the JR Chair when the Pre-JR Control Sheet is turned in shortly before the NLOMA Conference.

#### **JR Selection Process (JR Round Up Day)**

- The JR selection process takes place when the NLOMA membership meets at the annual conference.
- It is the goal of the JR selection process to exchange candidate profiles in order to best represent the individual candidate's desires and the individual camp's needs.
- Individuals required to be present include:
  - Campus Recruiters
  - Region Coordinators
  - At least one representative from each participating camp with authority to hire and fire summer staff.
  - Individuals who interviewed a candidate during the current recruitment season
- Any participant in the JR process must maintain strict confidentiality of all information revealed or shared about the applying individuals and their candidate profiles.
- The maximum number of candidate files that each camp can take at the end of the JR selection process must not exceed the number of candidates they are planning on hiring.