

Calling Applicant and G. Neil Instructions

1. You will need to call your HR Coordinator to set up the G. Neil tests before calling the applicant. At this time, ask for instructions on how to retrieve the G. Neil results.
2. Call your applicant and inform them that they will be receiving three individual e-mails from G. Neil. The test they will be receiving are the C.D.A.T., Skills Profiler and A.P.T. They will also receive two e-mails directly from you, 1) the documents e-mail and 2) the Keirsey Test e-mail. **Make sure to inform the applicant they cannot start and stop during testing with G. Neil.**

Testing Packet Documents Instructions

1. You will copy and paste the information below into an email to the applicant. You will attach the application for employment, release of background information, ministry survey, and spiritual gifts test.
2. You can get these documents by clicking on testing packet under the HR Resources tab in the Staff Portal.

Testing Packet Documents E-mail Template

Congratulations on being selected for pre-employment testing with LifeChurch.tv! Attached are some documents that you will need to complete and scan back by **(date here)**. Descriptions of the attached documents are provided below.

- **Application for Employment** - This needs to be filled out and signed.
- **Release of Background Information** – We run a background check on all of our employees here at LifeChurch.tv once they are hired. Please complete all three pages of this document.
- **Ministry Survey** – This document provides information regarding your walk as a Christian. Please fill out the boxes on the first two pages. Page three begins a statement of beliefs for you to read over. If there is anything that you disagree with, you may write in the box at the bottom of page four.
- **Spiritual Gift Test** – This packet is actually yours to keep! Below are instructions on how to take this test:
 - The test begins on page 9. Please read the instructions at the top of the page and make sure you understand how to take the test.
 - Page 15 is where you will grade the test. See instructions below:

Grading the test:

- Go to page 15 and you will see number 1 in the top left hand corner. Go back to page 9 and see how you graded yourself on the statement. You will see at the top that every response is weighted with a number (Ex: Nearly Always = 4). Put the corresponding number next to the “1.” on page 15. Do

the same for 2 through 108. Add across to get the result for every spiritual gift.

- At the bottom you will list the top five spiritual gifts starting with the gift that got the highest score (24 is the most you can have).
- **IF** you have two gifts that have the same score you will list the gift that is closest to the top of the list first.
 - Don't forget to transcribe the results to the testing data page!
 - Page 17 is the page that we keep on file with your testing packet. Please return this page.
- **G. Neil-** You will receive three individual e-mails directly from G. Neil. You will take three tests 1) C.D.A.T. 2) Skills Profiler 3) A.P.T.

Keirsey Personality Testing Instructions

1. *You will copy and paste the information below into an email to the applicant.*
2. *You will get the pass code from your HR Coordinator where you will copy and paste it in the e-mail template below.*
3. *To retrieve their results, go to <http://www.advisorteam.com/groups/login.asp> . The **Admin User Name** is LifeChurch.tv and the **Password** is Godisgood!.*
4. *You will click the view sessions tab.*
5. *Search by last name and click submit to get their results page.*
6. *Print the results page.*

Keirsey Personality E-mail Template

Congratulations on being selected to participate in pre-volunteer testing for LifeChurch.tv! Part of our testing process is a personality profile that is taken online. Below is a link along with a password credit that you will use to access your test. You may also use the link and the password credit to view your results in the future. Please be sure to read all of the instructions and have the profile completed by **(date here)**.

www.advisorteam.com/lifechurch.tv

Password Credit:

Get pass code from HR

