

## EFY 2011 Counselor Hiring: What to Expect After the Interview

### The Hiring Process:

1. The hiring process may take up to four weeks from the time of the interview due to the number of offices involved.
2. Email is our primary form of communication with applicants.
3. Add our email addresses ([efyhiring@byu.edu](mailto:efyhiring@byu.edu) and [efy@byu.edu](mailto:efy@byu.edu)) to your accepted email addresses so our emails are not considered spam.
4. You will be considered for sessions for which you have applied to work. Please do not apply for sessions that you are not available to work.
5. Please keep your availability current. If you are no longer available for a session you have applied for, please withdraw your application for that session online so we no longer consider you for that session.
6. Very rarely are counselors offered all 12 weeks, or more than 6-8 weeks. Rarely are counselors scheduled for more than 3 consecutive weeks because of the demands of being a counselor (i.e. an example schedule would be: three weeks on, one week off, two weeks on, one week off, and one week on,). Work schedules may vary based on the area/region.
7. To make the hiring process faster, attend the ward that holds your church records and get to know your bishop. If he does not know you, meet with him and tell him that BYU will be contacting him as a reference for you to be an EFY counselor. If you move to a new ward, make sure your church records have been transferred to your new ward, and then notify the EFY office. You must be temple worthy in order for your hiring documents to be processed.

### If you are hired:

1. If you are notified to turn in hiring documents, do this right away. **You are not officially hired until all of your hiring documents are correctly and completely filled out and received by the HR office at BYU.**
2. Important: visit our Hiring Instructions page on-line to make sure you are completing all the hiring paperwork **correctly**: <http://ce.byu.edu/yp/employment/hiring/hiring-instructions.cfm>
3. If you are offered contracts, please accept or decline them within 7 days, or they may be revoked and offered to someone else.
4. Counselor pay is \$375/week gross income, or \$325 for SAH Counselors.
5. Counselors are responsible to pay for their own travel. Do not apply for any sessions for which you will be unable to arrange your own transportation.
6. Meals are provided for counselors during a session, Monday – Saturday morning. If you are working a SAH session, lunch and dinner will be provided each day only. You are responsible to pay for your own meals on the weekend or between sessions.
7. The majority of counselor training is completed on-line. You will be given information on how to access e-training once you are hired.
8. There is a mandatory training session the Saturday or Sunday before your first session at the location where you will be working. You only need to attend this training once per summer.
9. You must attend the Sunday fireside of the session(s) you will be working. This is not optional. You must attend and sign the roll.
10. Please be advised that if you decline or drop a contract within 14 days of the session start date, your future employment with EFY may be negatively affected.

If you have additional questions, please contact us:

[efyhiring@byu.edu](mailto:efyhiring@byu.edu) or 801-422-3817 ext. 0.

The EFY Office is located on the BYU campus at 206 HCEB, Provo, UT 84602.