

Instructions for Athletes in Action Online Applications

www.athletesinaction.org/careers

Please print out these instructions and follow them **EXACTLY** which should make for a problem-free application experience.

Know your application deadline! The AIA careers website (see above) provides these deadlines. The application deadline means the online application is complete and references have been completed and received by the HR dept.

Special Note - the online application is lengthy and can take a significant amount of time. You can "Save" and log out at any time in the application process and continue later. Even though the reference section is at the end of the application you can click on that section at any point. To speed up the overall process we recommend that you complete the reference section first and click the "Send Email Invitation" for each reference you enter. This sends out the reference requests immediately even before you have completed and submitted the application. Then the references can be doing their part while you continue to work through the online application which helps speed up the entire process. **Note current interns/PTFS/Stint to staff:** if you are sending out the references first make sure to complete the Getting to Know You section so the application knows you are a current Cru employee which will then trigger you only needing 3 references instead of 6. **SAVE EACH PAGE AS YOU COMPLETE IT.**

Your Application Representatives - the online application states you may want to have a conversation with your Cru representative before completing the application. For those completing AIA applications the following are your representative to contact if you feel the need to have a conversation before completing the application.

Intern and Part time field staff applicants: deb.rumelhart@athletesinaction.org

Full time staff applicants: pat.lower@athletesinaction.org

STINT applicants: lisa.anderson@athletesinaction.org

1. **Apply.cru.org** - paste this link in your browser for all AIA categories - full time, part time, intern, STINT. You have two options for logging in, through Facebook or through your Relay Account if you already have one set up through Cru/AIA. **RECORD YOU LOGIN** as you will need it again.

NOTE: Full Time applicants coming on without your spouse or **Part Time applicants** please complete the pre-application questionnaire prior to starting an application. These may be found under the Full Time and the Part Time tabs on the AIA careers website.

2. **Cru Opportunities** - this is the first page where you will:

a. Choose Your Position - pick full time, STINT, part time field staff or US intern applications. A brief description is given to the right of the drop down menu. Please look at the descriptions and additional information for these jobs under those specific tabs on the AIA Careers website before starting an application so you know which job title you want to apply for.

b. Choose Your Ministry - select Athletes in Action.

c. Choose Your Sub-ministry - you will choose either Campus or National Office.

NOTE FOR STINT AND PART TIME:

STINT - for those applying for International Stint the drop down menu allows you to pick AIA Campus or National Office. Please choose National Office.

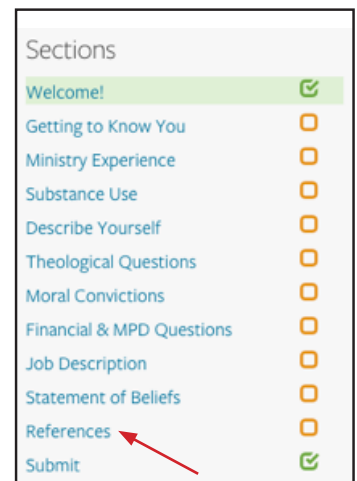
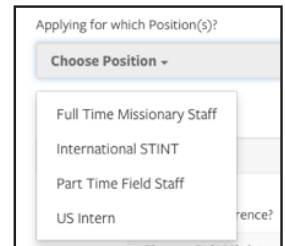
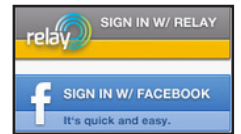
Part Time - these positions are only eligible for Campus ministry at this time, not positions at the National Office. If your area of interest falls under the National Office choices please contact your AIA application rep before filling out the application.

- d. **Click Apply to go to the Profile Page.**

3. **Profile** - fill in your profile information. Throughout the application anything with a * beside it is required information.

4. **Application Sections** - the application sections common to every applicant appear in a column on the left hand side. You may look at the sections in advance of completing them simply by clicking on the section title. As you complete each section and click Save at the bottom of the section a "✓" will appear in the box by that section. This makes it easy to start and stop your application and quickly know exactly what sections remain to be completed. All sections must be completed in order to submit. As per the "Special Note" at the top, you can go straight to the references section and get your reference requests sent out immediately, then work through the rest of the application which will help speed up the overall process. **Read ALERT re: references in #7.**

Ministry Interest Preferences Section - you can select your top 3 choices.



a. **CAMPUS** - If you chose Campus your options are regional preferences. Listed below are the states each region encompasses.

Regions	States in each Region
Greater Northwest Great Lakes Great Plains Mid-Atlantic MidSouth National Campus Office Northeast Pacific Southwest Red River Southeast Upper Midwest	Northeast-(NE) NY, VT, NH, ME, MA, RI, CT Mid-Atlantic-PA, NJ, DE, MD, VA, WV Mid-South-KY, TN, NC, SC Southeast-MS, AL, GA, FL Great Lakes-MI, IL, IN, OH Upper Midwest-ND, SD, MN, IA, WI Great Plains-WY, CO, NM, NE, KS, MO Red River-TX, OK, AR, LA Greater Northwest-WA, OR, MT, ID, NV, UT Pacific Southwest-CA, AZ

b. **NATIONAL OFFICE** - If you chose National Office your preference selections are:

Development Digital Strategies (Events, Media, Graphics, Journalism, IT) Global (International) Operations (HR, Finance) Sports Complex and Retreat Center (Sports management) Sports T.E.A.M.

Note:

Sports T.E.A.M. are: Basketball, Wrestling, Soccer, Football, Track & Field, Baseball, Volleyball, Sports Performance.

Global (International): this is not an international assignment but is working in the Global department at our National Office.

5. **Additional Application Sections** - additional sections may appear depending on how you answer certain questions. Examples: if you answer the question "Are you married/engaged?" as "Yes" you will get an additional question asking "is your spouse/fiancé on staff or coming on staff?" If you answer "No" an additional section "Spouse not on Staff" will appear; OR if you respond to the debt question as "Yes" an additional section "Debt Calculator" will appear etc.

6. Choosing a Training -

a. **NEW STAFF TRAINING (NST)** - everyone coming on staff is required to attend NST which consists of 2 parts: New Staff Orientation (NSO) and Institute of Biblical Studies (IBS). Both parts must be completed before new staff can report to their assignment.

NSO - this is a 10 day training that is offered 4 times a years - summer, fall, winter, spring. The summer and winter NSO is offered in conjunction with IBS.

IBS - the 3 required 1st year biblical classes at the Institute of Biblical Studies.

For more details on the differences between the trainings please go to our AIA Careers website and look under the Full Time tab.

b. **INTERN/STINT/PTFS TRAINING:** the application gives you 2 choices. The primary training that is at AIA headquarters is the April/May Kickoff Weekend selection. There are 3 potential training cycles depending on the role you are applying for. This information can be found on the AIA Careers website under the tab specific to each of these categories.

7. References -

a. **Full Time Staff** applicants need 6 references - Cru or AIA staff member; Spiritual Leader; Peer, Friend, Pastor, Employer. If you do not know a Cru/AIA staff well you may substitute this reference with another Spiritual Leader reference in that box.

b. **Current Stint, intern Part Time** - if you are currently in any of these categories but applying to full time staff you need 3 references from your current team.

c. **Stint, intern and Part time** applicants need 4 references - Cru or AIA staff member; Spiritual Leader; Peer, Friend. If you do not know a Cru/AIA staff well you may also substitute this reference with another Spiritual Leader reference in that box. Once you have submitted your application you are able to go back in and change a reference if you find out you entered their email address incorrectly or they are unable to do a reference for you. Simply fill in new reference information and click the "Send Email Invitation" again.

ALERT! The reference requests are system generated emails and frequently go to a person's Junk Mail. We strongly recommend that as soon as you send these requests out to follow up with each reference with a personal email telling them they have received a reference request from "Join Us" and that it may go to their Junk email so please check as they should now have it! Not doing this could significantly delay the application process if it delays the references.

8. **Logout of Existing Application** - to leave your application and continue at another time click Save and then Sign Out top right.

9. **Uploading a Resume in the application (not required) - TBD** - in the meantime if you want to you may email a resume to the appropriate application representative depending on your application category.

10. **Submitting an Application** - if you are sure you are finished with the application i.e all the sections have a ✓, click 'Submit' and a screen will tell you you have successfully Submitted. After you submit you will not be able to edit your answers in your application, but you will be able to log back in and change your your personal information, your school information, and your reference information if necessary. The system will notify you each time a reference has completed their reference form.