

## The WSN Staff Placement Process

This is the process for current U.S. Campus Ministry Staff members who are requesting an international assignment, either STINT or long term.

Here are the steps in that process:

1. Discuss your interest with your Regional Human Resource Director and/or your Regional WSN Director and request a set of placement materials from them or download them from the staff resource center.
2. Complete the placement materials. If requesting a placement as International Campus Staff, return them to the HR Associate for WSN Staff Services, Dept 25-00, Orlando, FL, 32832. If requesting a placement on a STINT, return the materials to the address given to you by your regional Directors.
3. Only if requesting a placement as International Campus Staff: Gather recommendations from your regional leadership, including your current lane director, WSN Director and HR Director. We will also send you materials for an assessment of your readiness for an international assignment by a mental health professional. This includes The MMPI-2, 16 PF personality profile, Myers Briggs inventory, a life history questionnaire and, if married, the MSI-R marriage satisfaction survey. A summary report will be sent to us by a mental health professional.
4. A qualified evaluator will evaluate your readiness in light of the international profile and make a recommendation to your Human Resource Director.
5. Your Human Resource Director will communicate to you a decision regarding your readiness for an international assignment. You should consider this is a conditional decision. You will still need to have a complete physical by a medical doctor to demonstrate that you are physically able to live overseas, develop the necessary funds, and follow through on the necessary steps in preparation for transition overseas.
6. Your Regional WSN Director and/or HR Director will inform you of your specific international assignment.

## **Instructions for New Staff Completing the WSN Placement Request Materials**

**Please read this sheet before** you begin to fill out the forms. Each individual should complete his or her own set of materials (married couples included). Please use a pen to fill out the materials. Use the same forms for STINT or for going as International Campus Staff. If you are applying for International Campus Staff, you must first complete a New Staff application. (Intern requesting staff)

### **Complete the following:**

- ◆ WSN Staff Placement Request Form
- ◆ WSN Staff Self-Assessment Form
- ◆ WSN Staff Marriage Questionnaire (Husband and wife should each complete the form independently. Disregard if single)
- ◆ WSN Staff Children's Questionnaire for each child (One per child, make additional copies as needed. Disregard if you have no children)

### **Gather Some Recommendations...**

The following are the individuals to consider for a recommendation:

1. Someone who is leading you (i.e. your CD or ACD, or Regional Director)
2. Someone you are leading (student leader, staff team, etc.)
3. A peer in ministry (fellow staff member)
4. A peer in life (roommate, friend, etc.)
5. One other person from any one of these categories

Your new staff references may be used as your recommendations. The evaluator will suggest additional references if needed.

If you are requesting placement as International Campus Staff please mail your materials to the address below:

**Campus Crusade for Christ Int'l  
Campus HR Team 2500  
100 Lake Hart Dr  
Orlando, FL 32832**

There is a second step in the process; completing the International Personal Profile Assessment packet, which will be sent to you upon receipt of your placement request packet.

If you are requesting a placement for a STINT your Regional HR or WSN Director can give you the appropriate address.

# WSN Staff Placement Request Form

## Campus Crusade for Christ

Full name \_\_\_\_\_

Spouse \_\_\_\_\_

STINT or  IR (International Representative) (If married, both husband and wife must complete these materials.)

■ Date you joined staff \_\_\_\_\_

■ Account # \_\_\_\_\_

### Personal/Family Information

■ Social Security # \_\_\_\_\_

■ Phone (H) \_\_\_\_\_

■ Phone (W) \_\_\_\_\_

■ Fax \_\_\_\_\_

■ E-mail \_\_\_\_\_

■ Permanent address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Birth date \_\_\_\_\_

■ Citizenship \_\_\_\_\_

■ Alternate address (parents or friend to contact in case of emergency while overseas)  
\_\_\_\_\_  
\_\_\_\_\_

■ Name and relationship \_\_\_\_\_

■ Phone (H) \_\_\_\_\_

■ Phone (W) \_\_\_\_\_

■ Fax \_\_\_\_\_

■ E-mail \_\_\_\_\_

**Single**

Are you dating anyone seriously or anticipating engagement within the next two years? Y / N

If so, please explain.

**Engaged**

Expected wedding date \_\_\_\_\_

Fiancé(e)'s name \_\_\_\_\_

**Married**

Wedding date \_\_\_\_\_

Are you expecting? Y / N

Due date \_\_\_\_\_

**Children**

Name \_\_\_\_\_

Birth date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Educational Background

Please list all colleges, universities and training programs (other than with Campus Crusade for Christ) you have attended since you graduated from high school. (Please list consecutively, starting with current assignment. Use an extra sheet of paper if necessary)

Name of School/Program	Major	Dates Attended	Graduation Date	Degree/Certificate/Diploma/License
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- 
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## International Experience

■ What exposure have you had to cultures, ethnic groups, or languages other than your own?

■ Did you find communication to be easy, difficult, frustrating or enjoyable? Please explain.

■ What other experiences, activities or educational opportunities have you had which would prepare you for international service?

Language skills  
Language

Years of study

1= marketplac  
3= conversatic  
5= fluent  
Fluency (1-5)

- 
-

## Ministry Information

### Your Campus Crusade assignments

■ Present assignment

■ Your present immediate supervisor/director

■ Your present ministry trainer or co-workers on your team

■ Those whom you are leading or training in your present assignment (specify)

### Previous ministry assignments

(Please list consecutively, starting with current assignment. Attach extra pages if necessary.)

Dates

Assignment

Position

Director's Name

Summary of Responsibilities

■

■

■ Please briefly describe your ministry over the past two years.

■ Have you completed your NLTC (new staff training)? Y/N If no, when do you anticipate completing it?

■ Have you completed a staffed campus CD/ACD training? Y/N When? Where?

■ Have you attended the School of Leadership? Y/N When? Where?

■ On a scale of 1-5 (1= need input, 3= adequate, 5= strong), please rate how competent you feel in each of the following areas of personal ministry, then describe your effectiveness and experience in that area. Some descriptive words or phrases: trained, competent, seeing multiplication, consistent, limited experience, growing in ability, results you have seen, influence on others.

■ Spiritual Life and Walk with God

■ Evangelism

■ Target Audience Saturation

■ Assimilation of New Believers (Follow-up)

■ Small Group Discipleship

■ Leadership

■ Large Group Skills and Speaking

■ Have you been or are you now a trainer? Y/N

■ Have you completed Trainer's Training? Y/N When?

■ Do you or would you enjoy the role of a trainer? Y/N Why or why not?

Why do you believe God is calling you to international service at this time?

After prayerful consideration, what is your desired placement overseas and why? Include city, country, and type of ministry (campus, community, vocational, administrative or supporting role, teaching).

Have you been challenged to a specific team or position? \_\_\_\_\_ If yes, by whom?

Are there people who would like to be placed with you on your international assignment? \_\_\_\_\_ If so, who are they?

Does your placement preference relate to a WSN partnership?  
What U.S. Campus Region do you prefer be responsible for sending you?

Describe your relationship with your parents (and in-laws, if married). What do they think about the possibility of your going overseas? Do you have concerns for them if you move overseas?

Do you anticipate being in a leadership position? Y/N  
Would you like to be considered for a leadership position? Please explain.

Would you like to have a part in training new staff from the U.S. while overseas? Y/N  
If you wish to be placed overseas as an IR, when would you like to enter Agape International Training (IT)?

Spring (Mar-May)    Fall (Sep-Dec)    Summer (June-Aug)

### **Ministry Partner Development:**

Undoubtedly, you are aware that an international assignment will involve raising a significant amount of extra support. How do you feel about raising this extra financial support? (anxious, confident, dreading it, etc.)

How would you rate the status of your support?  Sad shape    Adequate    Strong

Is there anything else you would like us to know in relation to your placement preference?

This placement request is effective for one year from the date you complete this form.

Date

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Signature

---

# WSN Staff Self-Assessment Form

Campus Crusade for Christ International

Staff name \_\_\_\_\_

Date \_\_\_\_\_

This form is an opportunity for you to tell us what you know, and how you feel, about yourself.

In each of the following areas, please check the box that you feel most accurately describes where you are at this point.

## Relationship With God

	Poor	Below average	Average	Above avg.	Excellent
Consistent spiritual walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evidence of Spirit-filled life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of the Bible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependence on prayer and the Bible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Relationships With Others

Ability to communicate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to develop relationships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to resolve conflicts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tactfulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitivity to other's needs/feelings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team player / servant attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Emotional Well-being

Self-image	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-perception (knows strengths and weaknesses)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freedom from worry, anxiety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to tolerate ambiguity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Additional Questions:

Why do you feel that your personal walk with the Lord is sufficiently mature for you to be effective in an international assignment? Please explain.

## Additional Questions:

Do you prefer to work alone or in a group?

How do you think other people would feel about working on a team with you?

How comfortable are you with initiating in relationships?

Please briefly describe your relationships with those of the opposite sex.

## Additional Questions:

How do you usually respond under difficult or stressful circumstances?

Have you ever experienced more than a normal amount of discouragement, moodiness or withdrawal? Please explain.

Do you feel you tend to determine your self-worth by your performance? If yes, please explain.

## Leadership Development

	Poor	Below av	Average	Above av	Excellent
Potential ability to lead others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrated ability to lead others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submission to authority	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roles:					
Direction-setter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spokesperson	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change agent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsibilities:					
Vision casting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Strategy formulating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aligning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Personal Maturity

Self-discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conscientiousness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Perseverance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Common sense and judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decisiveness/follow-through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Family (if applicable)

Marital harmony	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discipline of children	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Additional Questions:

What do you believe are your ministry strengths?

How are you able to use them in your current ministry situation?

What specific areas of your ministry would you like to see developed or improved?

## Additional Questions:

What do you consider your personal strengths and how would you like to use them on an international assignment?

What areas would you like to see strengthened?

Have you ever used any assessment tools such as the DISC Test, Myers-Briggs, or Firo-B to learn more about yourself? If you have and are comfortable with sharing the results, please do so here.



**Please complete this statement with a checkmark on the line to the left: "At this point in my life, I generally find it's.."**

easy                      becoming easier

a struggle

...to relax in situations in which I have little or no control."

...to adequately deal with situations that demand I adjust quickly."

...to approach tasks in new and different ways."

...to modify my style of communication to make it more culturally relevant."

...to interact and work with people, regardless of differences."

...to be open to receive help or insights from others."

...to initiate in relationships."

...to demonstrate a willingness to serve others."

Any additional comments about the statements above:

**Please complete the following statements:**

I think my strongest contributions to a team would be...

I believe my spiritual gifts to be...

The areas of field ministry I enjoy most are...

**Additional Questions:**

Do you see yourself needing a lot of direction for your ministry? Will you work well independent of your leadership?

Will you speak freely to your leadership about your problems, or do you prefer that your leadership take the initiative?

# WSN Staff Marriage Questionnaire

Name

Date

When were you married?

■ What would you say are the strengths of your marriage?

■ What areas would you say need development?

■ How does your spouse feel about the possibility of going on an international assignment?

■ Is there anything else he/she would rather do? If so, please explain.

■ What areas of stress or difficulty do you anticipate in your marriage as a result of adjustments involved in an international assignment?

# WSN Staff Children's Questionnaire

Child's name

Birth date

## Completed by parents:

### Medical

■ Please summarize this child's current health, including any chronic health problems.

■ Is this child currently under a doctor's care? If so, please briefly explain.

■ Is this child currently taking or does this child regularly take any medication? If so, please explain.

■ Does he/she have any special dietary needs? If so, please explain.

■ Does this child have any medical concerns which may require extended medical treatment or surgery? If so, please briefly describe.

■ Has this child had surgery or major health problems in the past? If so, please briefly explain.

continue on back

# General

■ What do you think will be the benefits of an international assignment for this child?

■ Are there any special needs this child has (or you have relative to this child) as a result of a possible move overseas? (i.e. education, health, separation from other friends and family, etc.)

■ What areas of stress or difficulty do you anticipate this child and your family will face if you are given an international assignment?

■ In preparing for an international assignment, is there anything else we should know about this child or his/her needs? If so, please explain.