

Explanation of Web Engine for Partner Agencies

About this matching web engine

This web based matching service is designed to serve your organization and prospective candidates. Depending on how you take advantage of the powerful matching features offered here, your agency will find those people for whom the vision and theatre of operation of your agency are compelling.

Ministry Responsibility

Each partner ministry is given a password protected area. It is the responsibility of each partner agency to:

- 1) Enter a profile of your organization that is accurate and defensible. For example, if your agency does not normally use health care workers, do not claim you do so. A claim made merely for purposes of connecting with people will not serve you or site users well.

- 2) Take the initiative to communicate your vision to candidates with a high-touch approach. Making the web site introduction (where people enter information about themselves) is the completed task of the Finishers Project. You must do the recruiting. Everybody Jesus called, He called by eye contact. For best results, you must make personal contact. Simply forwarding literature by mail to each match will not likely serve a candidate or your organization well.

- 3) Provide feedback as to how this web site — the information, the challenge, and the utility of this web engine — serves your organization. We listen to feedback. The Finishers Project is an openhanded ministry. We are anxious to improve the functionality of this ministry to serve your organization and other stakeholders better.

Key Contact Person

The email address of the "Key Contact Person" is an important choice. This address will be given to people who inquire about your organization. It will also be used to send notices that new matches have appeared on the web site. If this becomes too much for one person, it is suggested a generic mailbox be assigned (such as opportunities@myagency.org) that is accessible to any that are authorized to assist in recruiting.

Editing "Service Info"

On this form you provide information about your organization — the vision, the regions of the world served, length of assignments regularly offered (a few weeks, summer, full time, etc), a description of short-term and vision trips offered, and languages that might be useful.

You are responsible for the information being useful and accurate.

Editing "Ministry Preferences"

On this form you provide information about the types of ministry that your agency facilitates. This is used for matching. These areas were taken from the Urbana list. If there are areas missing or would be useful to add, let us know. We will monitor for categories that are not used.

You are responsible for the information being useful and accurate. Do not mark checkboxes that leaders and regional recruiters in your organization would not recognize as being genuine opportunities offered by your agency.

Other site maintenance

As a partner your organization is responsible to keep the contact information accurate. You may add a logo on your information page if you wish.

You maintain this area and are responsible for the information being up to date and accurate.

"User" Lists (New Listings, Saved and Non Active)

Rate

The Rate algorithm is calculated by adding 20 points each for at least one match in Ministry Preference, Spouse Ministry Preference, Location Preference, Language and Length of Service. Thus the ratings are at discreet levels of 100, 80, 60, 40 and 20 percent. This is highly imperfect, so use your own judgement liberally.

Order of Names

Names appear in the **New Listings, Saved and Non Active** lists in order by percentage rating. Those with the same Rate percentage appear by date, the most recent will appear at the top of each rate category.

Name

Clicking on the hyperlink in the Name column will transfer to the individual profile sheet for viewing.

Email

Clicking on the Email address will allow you to send an email message directly if your computer is set up to do so. Not all people have access to email, thus an email address is not provided by them. They have most likely used another's computer to submit their profile information.

Contact

This checkbox is simply an indication to you that this person has been contacted. It is a visual reminder to you that further follow up may be appropriate on your part. No action occurs from this web site when the **Contact** box is checked.

Remind

This box will be filled anytime someone enters their name on the web site and there is a match. After you have reviewed the listing, the name can be **Moved** to: the **Saved** or **Non-Active** list. After altering any of the **Remind** or **Contact** checks, click **Update Contact/Remind** so the web engine makes permanent note of the change.

Note:

If any name in the **Remind** category is checked, periodic email notes will be sent to the Key Contact's email address as assigned on the contact page for your agency.

Individual Profiles

Upon clicking a name link in the **Name** column, a profile sheet of the individual entering his/her name is displayed. (If the entry is from a married couple, the profile of person entering the name is displayed.) This could be male or female. A link to the spouse form is available only from the page of the primary person.

Spouse Profile

The only way you can know if a name represents a couple is by viewing the individual profile sheet. A spouse name will be given. Clicking the link on the spouse name link will display information unique to the spouse, such as birth year and ministry preferences.

Missing information (Primary Person)

Certain fields will be missing if that field on a person's form has been left blank. This may include information such as:

- Email address
- Phone numbers and best time to call
- Children and Grandchildren
- Retirement and Available years
- Time Commitment
- Language
- Financial Status
- Church Attending
- Denomination
- Interest in selected agencies
- Comments

Missing information (Primary Person and Spouse)

Certain fields will be missing if that field on a Person or Spouse form has been left blank. This may include information such as:

- Divorce, and if divorced, Divorce Year
- Earned Degree(s)
- Occupation
- Formal Training
- Informal Training

Note:

The primary form is date stamped with the date of first entry. If a profile form has been modified by the user, that modification date does not appear. If a user deletes their form, then re-enters it, the date of re-submission will appear.

Navigation Explanation

"Move To:" Button

This button transfers names that are "**Selected**" to the area indicated in the pulldown box immediately to the right of this "**Move to:**" button.

The choices are either the

New Listings Area
Saved Area
Non Active Area

Selected

A **Selected** checkbox appears in front of each name. When checked, these names are **Moved to:** a new area (**New Listings, Saved** or **Non Active**) or are **Deleted** depending on the action chosen.

New Listings

This is where new matches will appear. They can be **Deleted**, kept on your **New Listings** page or "**Moved to:**" the **Saved** or **Non Active** area.

Saved and Non Active

These areas are to allow you to keep track of high and low priority possibilities. It is recommended to **Delete** those names that you prefer not to review again. See the description of the **Delete** action below.

Note:

The "**Move To:**" button only acts on those names that have the "Selected" box checked at the left of the name.

"Delete" Button

This button removes a "**Selected**" name from the present list. The web engine remembers if a name has been **Deleted**. It will not reappear in the **New Listings** area the next time the matching engine is run. It can be re-added using the Advanced Search feature to locate a name, then "**Add**"ing that name to re-post it on the **New Listings** page.

"Update Contact/Remind:" Button

After modifying the **Contact** and/or **Remind** checkboxes in the columns on the right, this button is used to tell the server to remember the settings. If this button is not used, the checkboxes will be returned to their previously settings the next time you visit here.

Note:

The “**Update Contact/Remind:**” button acts on all names regardless of whether the "Selected" box at the left column is checked.

Explanation of Browse Users Utility

Browse Users by...

This page allows for a quick selection by only one criteria.

Last Name

This choice will find and display all those in the database with the Last Name beginning within the letters within the chosen range of the alphabet.

Region of Ministry

This is a search for people who have indicated an interest in serving in the selected region of the world. Those that have indicated “No Location Preference” will not be displayed.

Time (Length of Service)

This selection is a search for those who indicate how long they expect to serve initially. No other criteria is applied.

Language

Search here for those who indicate a working knowledge of a particular language. This is a new field and is not populated with choices from entries before June 2001.

Desired Ministry Type

A selection here allows a search of those who have indicated some expertise in a chosen ministry area. This search is limited to only the single area of interest chosen by you. Most will have selected other areas as well which you will be able to view on their individual profile sheet.

Urbana uses these ministry areas. We are open to adding more areas but will need feedback as to what other areas will be useful to include.

Explanation of Search by Life Situation

Search

If any part of the first or last name is added here, all those with any part of their name that match the string will be shown on the response page.

Boolean Logic

"AND" searches – must meet all criteria

"OR" searches – users that meet any of the criteria.

The Advanced Search logic is OR within a category qualified by AND another category. For example, if states GA and FL are checked and Single and Married are checked, the search will find those living either in FL OR GA AND those either Single OR Married.

Training

People who have indicated they have some sort of formal or informal training will be selected. Other criteria may be selected to narrow the search.

State

Some agencies draw predominately from surrounding states. This section allows that option. If all states are selected, internationals will be excluded. The search will be narrowed only by the category selected. If no selection is made in a category, there is no narrowing down of people using that category.

Age and Marital Status

These selections are relatively self-explanatory. However, note that selecting those who have never been divorced will show people who may be married to a spouse who has been divorced. By making no selection the age or marital status is not considered in narrowing a search.

Financial Situation

Use great wisdom here. This info is collected to assist in evaluating a candidate. There is a common misconception that most "finisher"-age candidates are self-supporting. Our research shows about one-in-five meet this criteria in the general population.

Note:

People provide their names for the purpose of evaluating personal involvement in missions. Under no circumstances is the information provided by people to be used for fund-raising. To use this list for fund-raising purposes will be regarded by other partner organizations and the Finishers Project as an abuse of partnership.

Explanation of Search by Ministry Preferences

Search Name

If any part of the first or last name is entered in this text box, all those with any part of their name that match the string you provided will be shown on the response page.

Boolean Logic

"AND" searches - must meet all criteria

"OR" searches - users that meet any of the criteria

The Advanced Search logic is OR within a category qualified by AND another category. For example, if ministries Drama and Music are checked and Regions CIS and Eastern Europe are checked, the search will find those interested either in Drama OR Music AND indicating interest in serving either in the CIS countries OR Eastern Europe.

Regions of the World

People who have indicated they are willing to serve in these areas will appear in the search result. North America is a special case, where people indicate they are only willing to serve here.

Ministry Preferences

People who have checked any ministry service area you have checked will first appear as a match under New Listings. It may be a category was not selected by the primary person but is selected for the spouse.

Time Commitment

The selections are self-explanatory. Selecting more than one checkbox will return names of people in all categories checked. (As with any other category a selection of a Time Commitment will be further narrowed by choices in any other category.)

Years

Select people who have indicated that they expect to be available in the range of years specified.

Note:

Any category with no boxes checked is ignored in a search. The more categories selected the narrower the search. If multiple selections made in any one category, the search will be widened.