

E-PLACEMENT PROCESS

Step 1: Congregation Acknowledges E-Placement Rules

Please complete the online Congregation Signature form. You will be required to select a login and password. You create your own login and it is not supplied by the Placement Office. Please record them because you will need them later to access your account.

The form fields annotated with an asterisk (*) are required fields; you cannot submit this form without providing values for these fields.

There is a check box at the end of the form. This required field signals that you have agreed to abide by the [Placement Code of Conduct](#) of the Joint Placement Commission.

CONGREGATION SIZE: is a category selection.

Total Number of Members	Category
1 - 250	A
251 - 500	B
501 - 750	C
751+	D

If your congregation is searching for a 2nd or 3rd rabbi, please select category “AA”.

(MEMBERSHIP COUNT is the specific number of total membership units, e.g. 240 or 613)

Step 2: Joint Placement Commission Validates Congregation is in Good Standing

The Placement Office will confirm with the USCJ or Masorti Olami or Masorti Israel that your congregation is a member in good standing and there are no outstanding disputes with your rabbi. Upon successful submission of this signature page and confirmation from the congregational arm, you will be able to login into the E-Placement Referral System. If any profile information has changed, you are free to make any updates.

The Placement Office will notify you that you have been approved for placement. This notification takes the form of email to the “Congregation Main Contact” as specified in the registration form.

MAZAL TOV! You are now officially in the system.

Listing a New Position

Step 3: Congregation Logins into the E-Placement System

Successful login will position you at your Congregation Information page. This area of the site summarizes your profile information (Congregation Information tab), any job postings previously listed (Positions tab), the questionnaire associated with the job posting (Placement Documents tab) and a summary of outstanding referrals (Referrals tab).

It is the congregation’s responsibility to keep all this information up-to-date.

Step 4: Congregation Lists a New Position

Please select the “Positions” tab and complete the form fields associated with creating a new position. The “Date” field is the start date of the new rabbinic position and not today’s date. Please upload the Congregation Questionnaire. Use the browse button to upload your questionnaire from your own computer. If the Questionnaire document is not available, it can be uploaded at a later time using the “Placement Documents” tab. Note: a blank questionnaire can be downloaded from the [Document Resources section](#).

Make sure the entire search committee has vetted the Questionnaire document prior to submission. You may go back into your E-Placement account at any time to make changes to your congregational profile or into your questionnaire to update or make any changes necessary.

For a comprehensive reference on the search process, please consult Aliyah: The Rabbinic Search as an Uplifting Religious Experience, also available in [Document Resources](#). This is a comprehensive guide to finding a Conservative rabbi. You may use it as background or as a study guide in your search process. Many search committees print it out and distribute to the entire search committee.

Step 5: Joint Placement Commission Approves Newly Submitted Congregation Position

The Joint Placement Commission will review the newly submitted position and the completed questionnaire. If approved, the E-Placement System will send an email notification to the “Congregation Main Contact” as specified in the Acknowledgement Page. MAZAL TOV! Your position is now available for Rabbi review.

If your position is not approved, the “Congregation Main Contact” will also receive email notification of this disapproval.

The USCJ suggests using the Model Engagement Agreement available in [Document Resources](#) as the contractual foundation with your new rabbi. This agreement summarizes the mutually accepted standard contract advocated by both the USCJ and the Rabbinical Assembly since 1991.

The formal listing of the position on the monthly placement list takes place on around the 7th of each month. Materials you upload by the 25th of the month will appear on the following month's Placement List. For example, a questionnaire received in the office on January 20th will be posted in the February Placement List to appear on February 7th. However, once your documents are uploaded and approved, rabbis in E-Placement have immediate access to your information and referrals will begin.