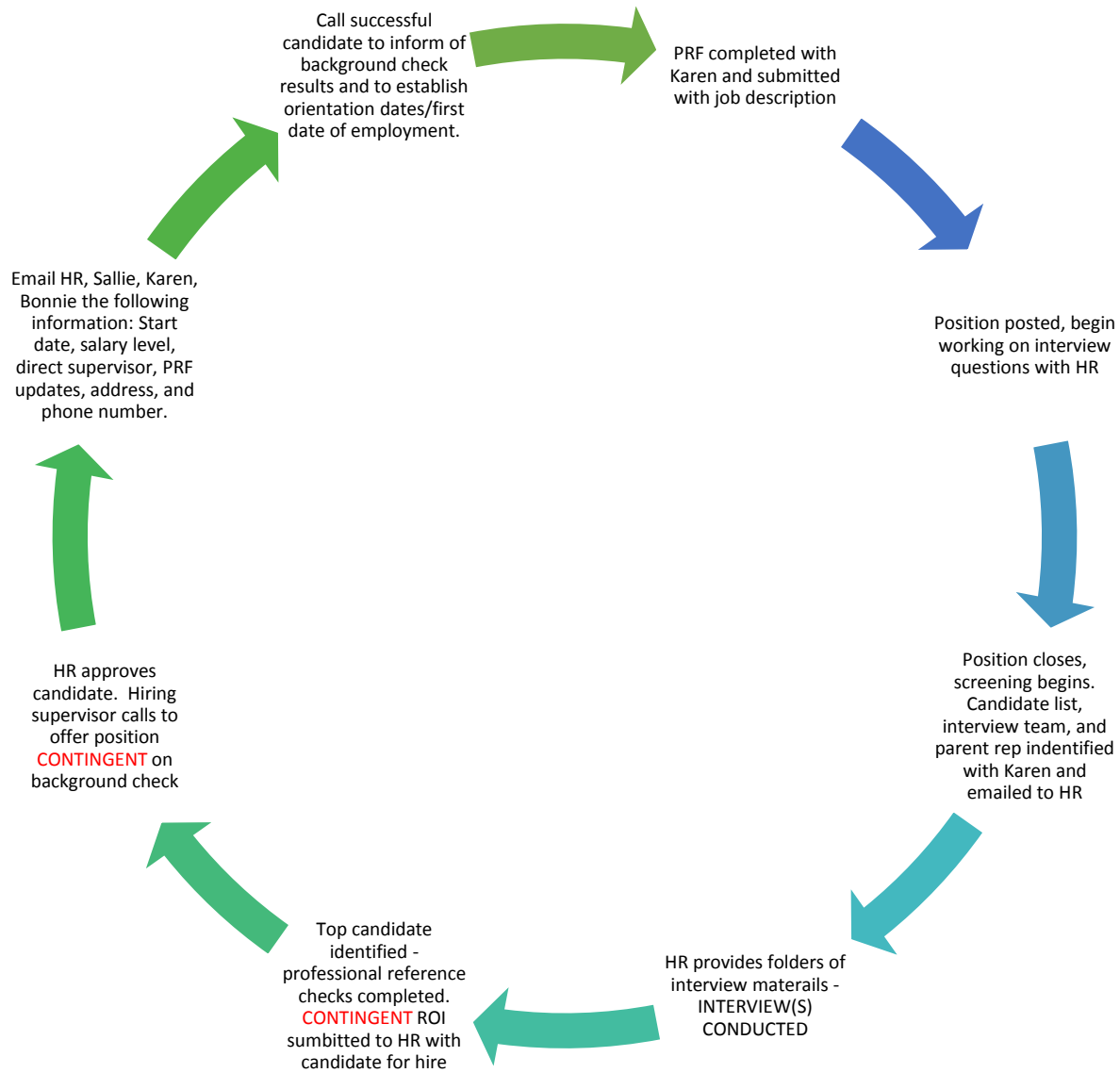


Hiring and Onboarding Procedure

Hiring

1. PRF is submitted – signed by Hiring Supervisor and HR Director.
 - a. Resignations - HR verifies that a resignation letter has been received.
 - b. New positions must be signed by Assistant Superintendent, Finance and Support.
 - c. Assistant Superintendent(s) may sign for other positions when needed.
 - * Hiring Supervisor will complete the PRF in partnership with Karen or will complete PRF and submit to Karen for approval. At this time, complete and submit a typical calendar for this position.
 - * If advertisement is necessary for position – it will be paid for by department and Hiring Supervisor/Karen will need to communicate with HR the venues for advertisement – see # 5 below.
 - * After signature of PRF, the PRF is scanned and emailed to Karen, Sally, and Hiring Supervisor.
2. HR emails job description to hiring supervisor (and **Karen**) for review.
3. Hiring supervisor discusses any changes in job description with HR Director. Job descriptions for new positions will be developed with the hiring supervisor/director, assistant superintendent and HR director.
4. Job is posted by HR – new open positions are emailed to staff weekly.
5. Job is advertised based on agreed upon sites paid for by department. HR will send to free sites.
6. Files are screened daily by HR for complete applications including confidential references from at least two hiring supervisors and to determine minimally-qualified applicants. If applicant does not have two confidential references from supervisors when position closes, HR will move the applicant forward for screening with that noted.
 - Hiring supervisor will be given rights in FastTrack to see all stages of application process
 - Screening team will closely review qualifications section in order to ensure minimum qualifications are met
7. If position is posted until filled*, department will let HR (cc Karen) know when they want to close.
 - * Use the “until filled” option on a limited basis
 - * HR must be given 48 hours to notify applicants that position will be closing
8. Applicants who meet minimum requirements are available for screener group to score at any time. Once the position is closed and screening is completed, HR Specialist sends the hiring supervisor (cc Data and Operations Coordinator Assistant (Karen)) a list of scores and interview questions to review. If changes are made to questions, HR Director will need to approve.
 - * Hiring supervisor will determine list of candidates to interview, interview date/times, and interview panel – provide this information to Karen 1st to set-up a room.
 - * Hiring supervisor works with HR to finalize interview questions prior to printing.
 - * Karen will contact parents for interview panel.

9. Karen emails list of candidates to be interviewed to HR Specialist along with date/ time for interviews, room and interview panel. Hiring department secures room reservations.
 - * Karen will provide HR Specialist parent names and will set-up food/child care/sub requests if needed
 - * If necessary, hiring supervisor meets with HR Director to discuss proposed candidates for interview.
10. HR sets up interviews and **PROVIDES** materials including questions with look-fors, confidentiality form, WATCH Check, and Report of Interview (ROI). These materials are given to Karen prior to interviews.
11. Interviews are conducted, telephone reference checks from two current or previous supervisors are completed. Report of Interview is completed and brought into HR Director for approval of hire along with interview folder. Review ROI and folder with Karen prior to submission.
 - * Parent rep stays and does policy council vote or Karen will complete once candidate is chosen – confidentiality clause is reviewed during this phone call with voting Policy Council members.
 - * WATCH is completed by HR and results given to Karen
 - * National Sex Offender Registry review is conducted and results given to Karen
 - o <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>
 - * Print a copy of the results page and provide to HR
 - * After HR approval of hire, candidate file is returned to hiring supervisor.
12. Hiring supervisors will call and offer position, CONTINGENT ON RESULTS OF BACKGROUND CHECK to successful applicant. Once the offer is accepted, the hiring supervisor will email HR Specialist, Karen and Sallie to let them know the applicant has accepted. Include in the email the following information: start date, actual calendar, salary level, direct supervisor name, confirmation of PRF budget codes, and the candidate contact information including address. Nancy will then contact the applicant to coordinate welcome packet and OESD orientation.
 - * Karen will email to appropriate staff any additional information to complete the department hiring process.
 - * If budget code changes between posting and start date, hiring supervisor notifies the Business Office using the Personnel Distribution Change Form.
 - * Salary placement is the 1st step on appropriate level. Exceptions must be discussed with HR Director with approval by the Superintendent
 - * Department, in collaboration with Hiring Specialist, will set up and OSPI finger printing and Early Learning orientation prior to the 1st day of employment.
13. Hiring supervisor calls other interviewed candidates before announcement of new hire.
 - o Hiring supervisor calls successful applicant to inform them of background check results and confirm OESD orientation date and Early Learning Department orientation date. First date of employment will occur on a pre-determined orientation date.



Onboarding

1. Upon hire, HR distributes hire letter/packet to candidate. Packet will include:
 - a. Process for initiating DEL background check
 - b. Requirements for Tuberculosis Testing
 - c. Requirement for a Health Appraisal from physician

| New Staff | Substitutes | Contractors/Consultants |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Prior to having contact with children and families, the Hiring Supervisor will collect:</p> <ol style="list-style-type: none"> 1. Current, within 1 year of hire, Tuberculosis Test results 2. WSP/FBI Background check or DEL 3. Standards of Conduct 4. Staff Emergency Card 5. <u>Food Handlers Card</u> 6. Blood Borne Pathogens <p>Within 90 days, the Hiring Supervisor will collect:</p> <ol style="list-style-type: none"> 7. CPR/First Aid Card 8. DEL Background Check or WSP/FBI 9. Health Appraisal Results <p>Hiring Supervisor will ensure necessary information collected is provided to the Data and Operations Coordinator Assistant for entry into PROMIS. The Data and Operations Coordinator Assistant will ensure necessary information is provided to the Human Resource Specialist.</p> | <p>Prior to having contact with children, the substitute Program Manager will collect</p> <ol style="list-style-type: none"> 1. WSP/FBI Background check or DEL 2. Tuberculosis Test Results 3. Food Handlers Card 4. Blood Borne Pathogens 5. Standards of Conduct <p>Within 90 days:</p> <ol style="list-style-type: none"> 6. CPR/First Aid Card 7. DEL Background Check or WSP/FBI <p>Documentation will be returned to Substitute Coordinator Administrative Assistant for completion of Substitute Files.</p> <p>If Substitute is Hired as a full time employee, the Hiring Supervisor will ensure that additional required program documentation is completed, collected and turned into the Data and Operations Coordinator Assistant for entry into PROMIS. This information will then be given to the Human Resource Specialist for the OESD Employee File. Documentation to be completed/collected:</p> <ol style="list-style-type: none"> 8. Health Appraisal 9. Staff Emergency Card 10. Standards of Conduct 11. CPR/First Aid Card 12. Food Handlers 13. Blood Borne Pathogens | <p>Prior to delivery of services the Data and Operations Coordinator Assistant will obtain:</p> <ol style="list-style-type: none"> 1. Background Check 2. Standards of Conduct 3. Credentials &/or Licensure Documentation <p>Required documentation will be kept with contract and updated annually.</p> |

2. OESD Orientation will be scheduled with the Human Resource Specialist, preferably prior to first date of employment.
3. Early Learning Department Orientation will be scheduled for new employee(s) by the Assistant Director, preferably prior to the first date of employment.
 - a. New staff will be provided with a Staff Training Requirements plan detailing required trainings for specific role in the department.
 - b. Each Hiring Supervisor will review this document with new employee to establish dates/times for necessary trainings. Additional trainings to be scheduled by the Hiring Supervisor include:
 - i. Positive Guidance
 - ii. Blood Borne Pathogens
 - iii. Child Abuse and Neglect