

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Form 1-51

Hiring Checklist

Staff Name _____

Employment Date _____

Required Documents	Completed
Employee Action Notice (1-52)	
Completed Application, Resume, Etc. (1-63)	
Reference Checks – one for each reference checked (1-58)	
Interview Questions	
Central Background Registry Confirmed – Send letter to CFDP Admin when received	
Drug Screen <input type="checkbox"/> Negative <input type="checkbox"/> Positive	
Staff Health Policy (1-1)	
Medical Form 1-26 – Physical to be completed within 60 days (TB Test prior to working with children)	
TB Screen (attach results) <input type="checkbox"/> Negative <input type="checkbox"/> Positive	
Job Description signed	
Signed Confidentiality Statement (1-20)	
Technology Resource Procedure (1-83)	
Child Health, Safety, Supervision Procedure (1-98)	
Child Guidance Policy (2-27)	
Personnel Information Sheet (1-25)	
CAT Acknowledgement Forms and Review of:	
• C.A.T. Personnel Policies	
• Sick Leave and Personal Leave Policy Reviewed	
• Retirement & Savings Plan	
• CIGNA: Summary of Insurance Benefits: Medical, Dental, Life	
Payroll Information: Direct Deposit Information, pay dates, advances, garnishments, time sheets, mileage report and Transportation Policy for staff	
Benefit Information – Health, Dental, Life and Short Term Disability, 401k, Opt Out, and Personal Leave	
Safety Training Module 1 & 2 Quiz's	
Safety Training Orientation Protocol	
Completed I-9 and supporting documents	
Completed W-4's (Federal & Oregon)	
Vehicle Insurance Coverage Verification	
Password Trackers	
• Password tracker for staff (1-85) (this must be TYPED and meet password criteria)	

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____

Department _____

Reviewed by _____ Date _____

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For Admin Use ONLY:

Name of Staff: _____

Once complete packet has been submitted, please check or mark N/A as the new staff has been added to the appropriate systems.

- Email activated
- Added to Program Calendar
- Added to MyTS
- Added to Ready Rosie
- Added to ASQ Enterprise
- Given Child Plus Access
- Added as Facebook Editor
- Added to Center Server or Computer