

Community Action Team, Inc.
CHILD & FAMILY DEVELOPMENT PROGRAMS
Hiring Procedure for all staff including substitutes

- Refer to CAT Personnel Policies and Fiscal Manual.
- Notify Head Start Director of job vacancy and the office support specialist at the Rainier Administration office. Include in the notice the job description and pay scale. The office support specialist (OSS) will send an in-house announcement and corresponding job description to the fiscal department. The fiscal department will send out in-house job announcements prior to their release for an outside advertisement. The OSS will post in-house announcement on the CFDP website. NOTE: In-house job announcements must be posted for five business days.
- In house applicants need to apply with a letter of intent, updated resume and Central Background Registry if working for a non-CFDP program.
- If the in-house vacancy is not filled within a reasonable time or sufficient applications have not been received, then the vacancy will be open to the general public. The office support specialist will advertised in the local news, media, employment offices, www.nworheadstart.org web page, www.cat-team.org, <http://eclkc.ohs.acf.hhs.gov>, Craig's List, TV stations, and other agencies. Center Managers will support advertising in their local community, coordinating with admin.
- Provide out of house applicants with CFDP website – www.nworheadstart.org for instructions for applying for an open position.
- Review applications and select qualified applicants to interview for the position or to determine the need to re-advertise. To ensure applicants meet the requirements for the position, applications will be reviewed as follows:
 - Teacher and Assistant Teacher applications are reviewed by the Education Specialist
 - Family Advocate applications are reviewed by the Parent, Family and Community Engagement Specialist.
 - Center Manager, Specialists, and Associate Director applications are reviewed by the Director.
 - All other applications are reviewed by the Center Manager.
- If there are no qualified applicants after diligent effort to recruit qualified applicants, the applicants that are the closest to meeting qualifications will be selected for interviews. During the interview, be sure to clearly communicate any potential job offer would be conditional and require a plan for meeting qualifications.

- Call the Child Care Division 1-800-556-6616 to verify by phone that the applicant is on the Central Background Registry. Applicant may be interviewed if in process, but cannot work until officially enrolled and verified.
- Select an interview team of at least two staff members (direct supervisor when possible) and one parent Policy Council representative trained in interviewing who will give the official approval for Policy Council. Parent, Family and Community Engagement Specialist will be included in interviews for family advocate. Education Specialist will be included in interviews for teachers and assistants. Interview team should consist of the same members interviewing applicants for the same position for consistency. NOTE: You may need to select an interview team member from another site in order to select an impartial team.
- Determine the best day and time for the interview team to conduct the interviews. Allow time for the team to review the applications before the interview and time for the team to discuss the applicants at the end of all interviews.
- Call applicants to schedule interview appointments. Instruct applicants to bring a copy of all college transcripts to interview. Applicants for Teacher and Assistant Teacher and Family Advocate are required to submit with the application and should be in the application packet. Bring a copy of the Central Background Registry letter when possible.
- Request interview questions from Admin Office. Make a copy for each member of the interview team for each applicant being interviewed.
- Interview applicants, discuss and make decision among members of the interview team.
 - Each applicant will be asked the same questions for the same position.
 - If an applicant doesn't answer the question, repeating the question can happen.
- Check three references using form 1-58 for all new hires and in house applicants from a different CAT program. Form 1-58 should be completed in the application packet prior to the interview. If the form is missing, does not meet the requirements noted below, or there are not at least three, provide applicant with copies to complete after the interview.
 - Check at least one past or present employer/supervisor
 - Use professional/personal references from reference list that are not related to the interviewee.
 - If unable to contact three references, two positive references can be accepted.
 - If responses from references cannot be obtained, attach Form 1-58 and list reason.
- When the steps above have been completed, and if the applicant's references are acceptable make the job offer contingent upon negative drug screen and enrollment in CBR and discuss wage and hours.
- Send the applicant to complete a WorkSAFE non-DOT pre-placement drug screen. Call the fiscal department and request a PO number. Complete the WorkSAFE form located in

the C.A.T. administration manual. Write the name of the applicant on the PO and send the original WorkSAFE form with the applicant to take to the screening. Make a copy of the WorkSAFE form for the PO and send to CAT Fiscal department.

- WorkSAFE will notify the fiscal department, who will then notify the CM with the result. The CM may hire the applicant if the results are negative.
- Connect applicant to your center by calling the CBR and providing the Child Care Division center license information.
- Before a newly hired staff person may start to work he/she must:
 - Be enrolled in the CBR
 - Complete a TB screen and provide the results from a health care provider to the Center Manager.
 - Provide the Center Manager with the scheduled date of their initial health exam to be completed within 60 days of their hire date or a completed statement of health exam form 1-26.
- If an applicant that does not meet qualifications is selected for the open position, the applicant may be hired as a conditional hire, with the center manager, admin, and applicant jointly documenting the conditions of the conditional hire. Conditional hire status must be marked on the employee action when submitting the employee packet.
- Request orientation packets from OSS Check for up to date copies of CAT Personnel Policies Book, and request if needed. Each new hire must be given their own copy to keep.
- **All new employees may not start working until the hiring has been approved by both the Program Director and the Executive Director. Start date will be discussed with and set with the Program Director.**
- **The entire employee packet (using Form 1-51 and 1-51a) must be completed thoroughly on the first day and sent by secure email to Admin prior to access to email, or work databases is provided. CM will make or request copies of the documents required to be on site in the employee's file. The official file will be maintained at the CAT office in St. Helens. All items must come to admin and Admin will forward the required items for the official file to fiscal.**
- Form 1-52, Employee Action, is completed for all in-house position changes.
- All new and in-house employees receive a 90 day and 6 month review of the training and support provided. Performance appraisals are annually.
- The first 90 days is considered a probationary period. At the end of the probationary period, with positive job performance and growth, Form 1-52 Employee action will be completed to move the employee to a permanent position.

- The CM follows the hiring and onboarding forms 1-51, 1-51a – i to ensure that staff receive information and support to be successful in meeting job expectations.