Policy Title: Pre-Employment Screening of Candidates

Program or Department: All

Author’s Name and Title: Louis Scrima, Vice President Human Resources

Title of Staff Member(s) Responsible for Implementation: Managers, Directors, Vice Presidents, and Human Resources staff

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Procedures Written/Revised by: Louis Scrima, Vice President Human Resources
Kelly Wishart, Vice President Professional Development & Quality

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Policy:
Proper screening of all candidates for employment at Children’s Friend is required to ensure that all candidates are qualified and suitable for employment at a child welfare and early education agency. All screenings shall take place prior to an offer of employment.

Procedures:
1. Applicants whose qualifications appear to meet the requirements for an available position at the Agency will be required to provide the names and telephone numbers of at least three professional references. References should be persons who have supervised the applicant in an employment setting, rather than colleagues or personal acquaintances.

2. The Vice President or manager/ supervisor who is checking references must contact at least three professional references and discuss the applicant’s strengths, weaknesses, reliability, and suitability for employment at Children’s Friend; at least two references must be supervisory. The results of these discussions must be summarized in writing and attached to the applicant’s resume. If he/she is hired
these summaries will become part of the employee’s personnel file. Written letters of recommendation may also be included in the file. However, three verbal contacts with professional references must be documented before an applicant is offered a position at the Agency.

3. All candidates will be interviewed by the appropriate supervisor and management staff as well as a Vice President. All candidates for employment in Early Head Start, or Head Start, as well as any candidate whose salary is paid in whole or in part by Head Start funding will be interviewed by the EHS/HS Policy Council as outlined on the EHS/HS policy “Shared Governance”.

4. Prior to an offer of employment a candidate must submit or/and the Agency must obtain the following documents:
   - A signed agency application for employment;
   - A copy of the candidate’s resume
   - A copy of the candidate’s degree(s);
   - An official transcript from the candidates most recent degree;
   - 3 Completed references checklist forms;
   - A copy of all applicable licenses;
   - A notarized BCI request and results;
   - A CANTS request and results;
   - Evidence that the employee has recently been fingerprinted and that the results of the fingerprint background check are being sent by the law enforcement agency directly to Children’s Friend;
     - For prospective employees who will work in Permanency programs, Early Head Start, Head Start, or whose position is funded in whole or part by Head Start funds, results of fingerprinting must be received by the Agency prior to a letter of offer being issued.
   - A doctor’s or medical professional’s written authorization of fitness for work;
   - Results of a TB test taken within 6 months of hire. If the results of the test are positive the employee must provide documentation proving either that they do not have active TB or that they are not contagious;
   - Proof of immunity OR immunization for (TDAP) Tetanus, Diphtheria and Pertussis: one (1) dose of TDAP vaccine
   - Proof of immunity to OR immunization for Measles, Mumps and Rubella (MMR): two (2) doses of MMR vaccine
   - Proof of immunity OR immunization for Chickenpox: two (2) doses of Varicella vaccine
   - Proof of immunization for Influenza: annual influenza vaccination, administered between July 1 and December 31 of each year
   - DCYF forms 108 and 109, if applicable
   - For a position in Childcare, Early Head Start, or Head Start, as well as any candidate whose salary is paid in whole or part by the Head Start/Early Head Start Grant, Policy Council approval.
   - Candidates who have responsibilities to transport clients in agency vehicles must submit a copy of their driving license, driving record, and the coverage page of their automobile liability insurance.
- Candidates who will be expected to drive their own vehicles on agency time must submit a copy of their driver’s license and the coverage page of their automobile liability insurance.

5. Prior to an offer of employment the Hiring Manager will complete the Request for Letter of Employment form, leaving the hire date blank, and submit the form to Human Resources. The Human Resources staff, in consultation with the Hiring Manager will fill out the hire date.

6. Human Resources staff prepares the Letter of Employment to be signed by the President and Chief Executive Officer or his/her designee; documentation of the items listed in #4 above must accompany the request for Letter of Employment.

7. The President and Chief Executive Officer or his/her designee is authorized to make a formal offer of employment. No person may start work at the agency without a valid offer of employment (letter) signed by the President and Chief Executive Officer or his/her designee.

8. Should any concerns arise regarding the checks of a candidate’s CANTS, BCI, criminal background, or driving record, HR will inform the Hiring Manager who will bring this to the candidate’s attention and ask for clarification. The candidate will be asked to provide in writing a signed, clear and thorough explanation of the findings in any of the above pre-employment screenings. The President and Chief Executive Officer shall make the determination if the information precludes further consideration of the candidate.