

Hiring Protocol Prior to Start of Work Executive Director/Head Start Director

Upon completion of the interview process and following the standard procedures for recruitment and hiring as outlined in the personnel manual, the following protocol will be followed:

1. Deliver to the Board Chairperson and/or Human Resources Administrator all information materials from the interview committee (interview questions, score sheets and statement of declaration) along with a statement of the committee's recommendation.
2. Following the approval of the board, policy council and appropriate Regional H.S. official will be informed of the committee's recommendation for their consideration.
3. Notification of the successful applicant of the committee's recommendation to offer employment and written letter of hire.
4. Receive from the applicant written acceptance of the offer of employment.
5. Furnish to and receive back from the new hire a completed permission to screen for child abuse and neglect form.
6. Furnish to and receive back a completed physical form to include results of Tb screening.
7. Furnish to the new hire State DCI/FBI criminal background finger print card and instructions – receive results.
8. Furnish new employees with a copy of the Personnel Policies and Procedures manual and administrative polices and current job description for review prior to orientation.
9. Orientation: (First working day) Date to be set by the Fiscal/Human Resources Administrator after receipt of all background checks and physical. At orientation review of above referenced materials, I-9 forms, copy of driver's license and social security card, complete payroll information forms.
10. Following orientation: complete first aide/CPR, Employee Wellness exam and any other required training, 45 day and 90 day evaluations.