**Hiring Alternate Staff Policy and Procedures**

**POLICY: NMCAA follows the Agency Personnel Policies, and Head Start Program Performance Standards.**

**Due to state and federal FBI fingerprint check restrictions, only those staff working in a licensed childcare setting are able to fully comply with the above Performance Standard 1302.9(b). The following policy and procedure were initially set in accordance with DHHS Docket Number HHS-ACF-2019-0006 which stated, "The date for programs to comply with background checks procedures as described in 45 CFR 1302.90(b) is further delayed until September 20, 2021." All staff denied access to FBI fingerprint checks, under the current state system, will continue to follow this process.**

**PROCEDURES TO HIRE A NEW STAFF MEMBER:**

* Discuss the position with your supervisor.
* Refer to the HR Weebly website ([nmcaahr.com](https://www.nmcaahr.com/)) for specific job descriptions.
* Create a job posting using the [*Job Posting Form*](https://www.nmcaahr.com/child--family-development2.html) located at [www.nmcaahr.com.](http://www.nmcaahr.com)
* Inform parents of a vacant position via newsletter, Help Wanted posting, NMCAA Facebook page, or refer to [www.nmcaahr.com](http://www.nmcaahr.com) as needed.
* Assemble proposed interview dates, times, and location with the interview selection team.
	+ The interview selection team may include the applicant’s direct supervisor, other members of the immediate team, relevant support staff (e.g. Education Coach, Program Service Coordinator), and/or Policy Council representation.
	+ Policy Council representation is encouraged and must be attempted when interviewing all applicants. Program Support can coordinate Policy Council representation upon the supervisor’s request.
* Remind team members of the professionalism and confidentiality that is expected at NMCAA throughout this process.

**HIRING ASSISTANCE FROM PROGRAM SUPPORT and the HUMAN RESOURCES ADMINISTRATIVE ASSISTANT:**

* Program Support is available to set up the interview schedule after the supervisor chooses the applicants. There will be 10 to 15 minutes between each interview.
* Program Support will inform applicants of the time, date, location, expected length of the interview, and approximate size of the interview team. Applicants will be advised to complete an application for employment on the UKG website prior to their interview if they have not done so already. This is accessed at [www.nmcaa.net](http://www.nmcaa.net).
* Program Support will ask each applicant to arrive 10 to 15 minutes early to complete the written interview questions.
* Program Support will send interview packets to applicants upon the supervisor’s request. A general packet includes the *Mission-Vision-Philosophy* statement, *Cornerstones of Culture*, *NMCAA Early Childhood Guidance Policy*, *Right to Work* information, E-Verify, an agency postcard, and the relevant job description.
* Program Support is available to conduct telephone reference checks after the completion of interviews and when the final applicant has been selected.
* Program Support will send “thanks for your time and effort” letters or emails to applicants not chosen if asked to do so by the supervisor. The supervisor may also be able to complete this task through UKG applicant communication options.
* Upon the supervisor’s request, the Human Resources Administrative Assistant will send the *Medical Clearance Request* form and the consent and disclosure forms for clearances noted in the Alternate Staff Screening Policy to the applicant as applicable.
* The Human Resources Administrative Assistant will distribute the background check documentation in the following ways:
	+ **ChildPlus**: Background checks will be uploaded and accessible in ChildPlus.
		- ChildPlus: Management – Personnel – Search for name – Attachments
	+ **UKG**: The background clearances will be uploaded and accessible in UKG.
		- UKG: Menu (“hamburger”) – Single Silhouette – My Information – My Profile – My Profile – Employee Documents (located under the HR tab)
	+ **HR Central Files:** Background checks will be retained for each staff person in the Human Resources Administrative Assistant’s office.
* If the Human Resources Administrative Assistant or Program Support receives the *Medical Clearance Request* form before the supervisor, they will scan and email it to the supervisor and the Human Resources Director. The human resources department will send it to Program Support for processing.

**CONDUCTING INTERVIEWS:**

* Prior to the first interview, discuss the interview process and review the *25 Off-Limits Interview Questions*.
* All interview selection team members will read and sign the *Interview Selection Team Confidentiality Policy*. Remind members that all involved must maintain absolute confidentiality of the selection process; no discussion with anyone outside the interview process/selection team should occur.
* Upon arrival, welcome and thank the applicant for coming.
* Provide the applicant with a copy of the relevant job description, *Mission-Vision-Philosophy* statement, *Cornerstones of Culture*, and any other pertinent materials.
* Provide the applicant with the *Written Interview Questions.* Ensure there is space available for applicants to complete this process prior to engaging in the actual interview.
* Escort the applicant into the designated interview room; direct them where to sit, offer a glass of water, and introduce the team.
* Put the applicant at ease by explaining the interview process: the team will take turns asking questions and will take notes. Encourage the applicant to ask questions throughout the process.
* Read the *Mission-Vision-Philosophy* and *Cornerstones of Culture* statements to the team and applicant. Explain the importance and significance of these two statements. Ask the applicant if they have any questions regarding the information they received in the interview packet.
* It’s now time to ask the first question. Provide the applicant with a copy of the interview questions.
* Let the applicant "do the talking." It is important to listen and concentrate on what they are saying. The applicant should carry 80-85% of the total conversation. The team members' input should be limited to asking questions, probing deeper, and keeping the applicant on track. The team should clear up points on the resume and ask follow-up questions that encourage the applicant to talk.
* Allow silence after asking a question so that you don’t interrupt the applicant’s thinking process. Encourage applicants with *"take your time, we want you to be specific."*
* Team members should maintain some eye contact while taking notes as the applicant responds to the interview questions.
* After all the interview questions have been completed, ask the applicant what questions or wonderings they may have. Let them know they are free to reach out after the interview as well if they have additional questions.
* Inform the applicant of the timeline for selecting a finalist and filling the position. Be sure to thank the applicant for their time and interest in the position and in the agency.
* Once the interview(s) are complete, discuss the strengths and possible challenges regarding each applicant. In most situations, it is appropriate to ask the Policy Council Representative their thoughts first.
* Additional points to consider:
	+ Throughout the interview process, ensure that the same procedure is followed for each applicant.
	+ Keep to the schedule to be respectful of everyone’s time involved.

**FOR SELECTED APPLICANTS:**

* If a preferred candidate does not meet the qualifications described on the job description, initiate a conversation with your supervisor and/or the Early Childhood Programs Director to discuss the possibility of a compliance plan.
* Complete reference checks with a minimum of two professional references and one personal reference utilizing the *Telephone Reference Check Form*. Refer to your supervisor for guidance when there are difficulties completing this process.
* A position can be offered to the applicant after the posting date has expired.
* When offering a position, let the selected applicant know this is contingent on the following: background clearances, medical clearance and TB screening, and Policy Council approval.
	+ If the selected applicant is a current parent who has a child enrolled in any of the agency’s early childhood programs, then director’s approval must be obtained.
* Upon the supervisor’s request, the Human Resources Administrative Assistant will contact the selected applicant regarding the CCBC process and will provide the *Medical Clearance Request* form.
* CPR/First Aid/Blood Borne Pathogens requirements will be explained to the applicant as applicable.
	+ Education staff will record all training on the MI Early Childhood Care and Education Professional Development Record that will be kept in the Emplyee file.
* Supervisors shall begin to collect and organize the [*Employment Papers Request*](https://www.nmcaahr.com/child--family-development2.html) form to initiate the *New Hire Checklist* in UKG while the selected applicant completes their pre-hire requirements.

**COMPLETING EMPLOYMENT PAPERWORK:**

* The supervisor is responsible for collecting the employment paperwork documentation listed on the *Employment Papers Request* form.
	+ Ensure forms of ID and certifications are valid and are completed with signatures and dates, as necessary.
* The supervisor will transmit the completed *Employment Papers Request* form, attached with the required documentation, to the Human Resources Director. This **must** be sent prior to the selected applicant’s first day of employment.
* The Human Resources Director will send the *Conditional Job Offer Letter of Employment* via the selected applicant’s personal email. Acceptance of this letter **must** be completed prior to their first day of employment.
* Upon receipt of the selected applicant’s signed *Conditional Job Offer Letter of Employment*, the Human Resources Director will initiate the *New Hire Checklist* in UKG.
	+ The Human Resources Director will email the selected applicant a link to UKG along with written instructions for completing the *New Hire Checklist.*
* The supervisor will fill out and email the *Personnel Information for Policy Council* sheet to Program Support to ensure Policy Council approval of the selected applicant (this includes staff who have transferred to a new classroom, site and/or role).
* The supervisor will coordinate with the new employee a date to begin on-site work; this date **must** be confirmed with the HR Director first. Ask the employee to bring the following: Driver’s License/State ID, current auto insurance, and the required I-9 documentation (SS card **OR** birth certificate **OR** passport).
	+ The I-9 document in the employee’s New Hire Checklist in UKG **must** be completed **no later than the first day of employment**.
	+ The supervisor must review the employee’s I-9 documentation and complete the required verification process in UKG. The verification piece in UKG **must** be completed within three business days.
	+ The supervisor will make copies of the employee’s driver’s license and auto insurance. One copy will stay in the employee’s file and the other copy will be sent to the Human Resources Administrative Assistant.
* The supervisor shall follow up with the employee concerning any outstanding tasks remaining in their *New Hire Checklist* in UKG. The supervisor shall refer the employee to the Human Resources department for additional support as needed.
* The supervisor will complete the *Annual Pre-Service Orientation and Training* Checklist with the employee. The supervisor shall advise the new employee of required trainings that must be completed. The Professional Development link will be completed for trainings and will be documented in Child Plus by Program Support.
* The supervisor will explain the process for recording all training on the on the *Michigan Child Care and Education Professional Development Record.*
* **ADDITIONAL SUPERVISOR** **ITEMS:**
* Distribute the completed *Annual Pre-Service Orientation and Training Checklist* forms as indicated.
* Update staffing charts.
* When transferring a current employee to a different classroom, site and/or position, that employee shall be put on a training period, even if their job title is the same.
* Upon transfer, a *Personnel Action* *Form* must be submitted to the Human Resources Director.
* Upon transfer to a new site, make certain that the appropriate information is completed on the PAF to ensure that the employee becomes connected to the correct facility.
* Connect with the Purchasing Specialist for needed supplies.
* Connect with IT for any technology needs. Additionally, support new employees with sending a photo for a photo identification name tag and to be included on the HR Weebly staff directory page.
* Support new employees with accessing and navigating relevant Weebly pages.
* Connect with Program Support for business cards. Request that Program Support order an office nameplate and name tag for the new employee.
* Policy Council members may be hired as substitutes. They may work up to 40 hours in a one-month period (per Policy Council by-laws).

**References**: Licensing R 400.8112; 8113; 8125; 8128; 8131 HSPPS 1302.47 (3,4,5,6,7) 1302.90 (b)(I)(iv) GSRP ISD Administration

5/2023 Human Resources Team\Supervisors Manual\Tab 1-Hiring\CFD\Alternate Hiring Staff Procedures.docx