**Hiring Staff Policy and Procedures**

**POLICY:** NMCAA follows the [NMCAA Personnel Policies](https://nwmcaa.sharepoint.com/%3Ab%3A/s/HumanResources/ETYvMQbyJ-FNo4VWxLQjKzEBA-ZdUQ22g9SRKFQiSBYE7Q?e=sI2oJZ), [Head Start Program Performance Standards](https://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii), [Great Start Readiness Program Implementation Manual](https://www.michigan.gov/mde/services/early-learners-and-care/gsrp/resources/implementation-manual), [Licensing Rules for Child Care Centers](https://www.michigan.gov/lara/-/media/Project/Websites/lara/CCLB/BCAL_PUB_8_3_16.pdf?rev=9f82338ff1b44a468112dc40b80b4627&hash=9DDBA3A87142DB06DD052E0B61A50AEF), and Great Start to Quality requirements regarding hiring procedures.

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

* Discuss the position with your supervisor.
* Refer to the [HR Weebly website](http://www.nmcaahr.com) located at [www.nmcaahr.com](http://www.nmcaahr.com) for specific job descriptions.
* Create a job posting using the [Job Posting Form](https://www.nmcaahr.com/child--family-development1.html) located at [www.nmcaahr.com.](http://www.nmcaahr.com) Consider sending the exact employment ad for posting.
* Inform parents of a vacant position via newsletter, classroom Help Wanted Posting, NMCAA Facebook page and refer them to our NMCAA employment web page located at [www.nmcaa.net](http://www.nmcaa.net).
* Assemble proposed interview dates, times, and location with the interview selection team.
	+ The interview selection team may include the supervisor, other members of the immediate team, relevant support staff (e.g. Coach, Manager), and/or Policy Council representation.
	+ Policy Council representation is encouraged when interviewing all applicants. Representation must be attempted for all positions except aides, substitutes, and100% GSRP funded positions. Program Support will 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 COORDINATOR:**

* 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 prior to their interview if they have not done so already. This is located at [www.nmcaa.net](http://www.nmcaa.net) (Employment Tab).
* 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](https://www.nmcaahr.com/uploads/1/2/5/0/125037803/application_packet_rev_8-18-23.pdf) 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](https://nwmcaa.sharepoint.com/%3Aw%3A/s/HumanResources/EW_5o8FiO6hAkNI6v1pSx3YB8zhm4yLGooo0m4hFVWaMtQ?e=fobe6O) 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 Human Resources Coordinator will send the [Medical Clearance Request](https://nwmcaa.sharepoint.com/%3Ab%3A/s/HumanResources/ESRE3qvbbHJMqXv06M9hi3gBFQ6LPuPV4fYr8J2RTs8XSw?e=FloerQ) form and the consent and disclosure forms for the Child Care Background Check (CCBC) to the applicant, as applicable. Upon the return of the CCBC consent and disclosure forms, the Human Resources Coordinator will register the applicant in the LARA system and contact the applicant to arrange a time and place to complete the CCBC process (fingerprinting).
* Upon receipt of the CCBC results, the Human Resources Coordinator will send a confidential email to the lead teacher and supervisor; the subject line of the email will read “CONFIDENTIAL.” The email will contain the applicant’s eligibility status. Furthermore, the email will inform the lead teacher and supervisor that an applicant who is eligible is connected to the relevant NMCAA preschool license along with instructions to print and store the CCBC documentation (parts 1-5) in the employee’s file in a locked location.
* Additionally, the Human Resources Coordinator will distribute the CCBC documentation in the following ways:
	+ **ChildPlus**: The Eligible letter and CCBC (parts 1-5) will be uploaded and accessible in ChildPlus for the following staff: Licensee designees, program directors, and all childcare staff members. Childcare staff include the following: Lead teachers, assistant teachers, classroom aides, substitute teachers, education coaches, site supervisors, family engagement specialists, and recruitment & health staff. CCBC documentation will be uploaded under the lead teacher’s profile with whom individual staff are affiliated.
		- ChildPlus: Management – Personnel – Search for lead teacher’s name – Attachments
	+ **Payroll System**: The Eligible letter and the CCBC (parts 1-5) will be uploaded and accessible in the payroll system for all staff persons noted in the previous bullet. CCBC documentation will be uploaded to individual staff person’s profiles in the payroll system.
		- UKG: Menu (“hamburger”) – Single Silhouette – My Information – My Profile – My Profile – Employee Documents (located under the HR tab)
	+ **HR Central Files:** The CCBC (parts 1 - 5) will be retained for each staff person in the Human Resources Coordinator’s office.
* If Program Support receives the Medical Clearance Request form before the supervisor, Program Support will give the Medical Clearance to the Human Resources Coordinator, and she will scan a copy to the supervisor for hiring paperwork. The Human Resources Coordinator 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](https://nwmcaa.sharepoint.com/%3Ab%3A/s/HumanResources/EWa8ZTejQg1DpI4jPIBZYpQBStZHtIIGuAPG1KHE8Q58PQ?e=eHWNZz).
* All interview selection team members will read and sign the [Interview Selection Team Confidentiality Policy](https://nwmcaa.sharepoint.com/%3Aw%3A/s/HumanResources/ESRv0yxrOehDh1CZ4zhTsrkBWi4cDAYgEnKxy5duOvCUDw?e=4fayik). 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](https://nwmcaa.sharepoint.com/%3Ab%3A/s/EHSHSTeam/ESCyTgUuMahbpIL9Yv5_TYIBlMUbciijNoxNm122iuV5kQ?e=sSjMLt), [Cornerstones of Culture](https://nwmcaa.sharepoint.com/%3Ab%3A/s/HumanResources/EflybYaLxMREo6dR3e0UnYIBNKgQ7nle4eai384-eSLhxg?e=ugbus1), 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 [waiver](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nmcaahr.com%2Fuploads%2F1%2F2%2F5%2F0%2F125037803%2Fcenter_based_preschool_teacher_qualification_waiver_request.docx&wdOrigin=BROWSELINK) and/or [compliance plan](https://www.nmcaahr.com/uploads/1/2/5/0/125037803/employee_compliance_plan_agreement_fillable.pdf).
* Complete reference checks with a minimum of two professional references and one personal reference utilizing the [Telephone Reference Check Form](https://nwmcaa.sharepoint.com/%3Aw%3A/s/HumanResources/EW_5o8FiO6hAkNI6v1pSx3YB8zhm4yLGooo0m4hFVWaMtQ?e=exsgV4). 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: CCBC eligibility, medical clearance and TB screening, Policy Council approval, as well as Licensing/ISD approval for applicable staff. Please see the [Staff Screening Policy](https://www.nmcaahr.com/child--family-development2.html) for detailed information regarding the CCBC process.
	+ If the selected applicant is a current parent who has a child enrolled in any of the agency’s early childhood programs, then director approval must be obtained.
* The Human Resources Coordinator will contact the selected applicant regarding the CCBC process and will provide the [Medical Clearance Request form](https://nwmcaa.sharepoint.com/%3Ab%3A/s/HumanResources/ESRE3qvbbHJMqXv06M9hi3gBFQ6LPuPV4fYr8J2RTs8XSw?e=NQ7YaU) along with a letter for the Health Care provider which explains NMCAA’s financial responsibility limits for the Medical Clearance and TB Test.
* In 100% GSRP classrooms, under limited circumstances while waiting for out of state/country CCBC background checks and approved by the Early Childhood Programs Director, supervisors may follow the [Alternate Staff Hiring Policy and Procedures](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nmcaahr.com%2Fuploads%2F1%2F2%2F5%2F0%2F125037803%2Falternate_staff_hiring_staff_policy_and_prcedures.doc&wdOrigin=BROWSELINK).
* Supervisors will begin to collect and organize the [Employment Papers Request](https://www.nmcaahr.com/child--family-development2.html) form to initiate new hire paperwork. When the Employment Papers Request form has been completed with required documents, Supervisors will send this form to the Human Resources Director. The Human Resources Director will send the Conditional Job Offer Letter of Employment to the new hire. Once returned to the Human Resources Director, the new hire will complete documents following the New Employee Onboarding Instructions.
* Once the hiring process is complete, and the candidate has been officially hired, the candidate may be reimbursed for the following expenses:
	+ CCBC Mileage
	+ Medical and TB Clearance Expenses and Mileage (See [Medical Clearance and TB Screener guidance](https://www.nmcaahr.com/uploads/1/2/5/0/125037803/medical_clearance_and_tb_test_procedure_5-21.doc) for reimbursement rates.)

**COMPLETING EMPLOYMENT PAPERWORK:**

* The supervisor is responsible for collecting the employment paperwork documentation listed on the [Employment Papers Request](https://www.nmcaahr.com/child--family-development2.html) 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 supervisor will coordinate with the new employee a date to begin on-site work; this date **must** be confirmed with the HR Director first.
* 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.
	+ The Human Resources Director will email the selected applicant an onboarding link along with written instructions for completing the New Hire Checklist.
* The supervisor will fill out and email the [Personnel Information for Policy Council](https://www.nmcaahr.com/uploads/1/2/5/0/125037803/personnel_action_form.docx) sheet to Program Support to ensure Policy Council approval of the selected applicant.
	+ Staff transferring from one “like” position to another, do not need additional Policy Council approval. Staff being hired for a new role within the department will need Policy Council approval.
* Approval from Licensing is required for lead teachers. The applicant shall complete the Child Care Licensing Information Request ([BCHS-CC 001](https://www.nmcaahr.com/uploads/1/2/5/0/125037803/bchs-cc_001_4_18_fillable.pdf)); the supervisor shall forward the completed form (along with driver's license and transcripts) to the applicable licensing consultant and Program Support. Approval from the ISD is required for lead teachers and may also be needed for assistants with GSRP funding.
* 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 **must** be completed **no later than the first day of employment**.
	+ The supervisor and/or HR must review the employee’s I-9 documentation and complete the required verification process. The verification piece **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 center file and the other copy will be sent to the Human Resources Coordinator.
* The supervisor shall follow up with the employee concerning any outstanding tasks remaining in their New Hire Checklist. The supervisor shall refer the employee to the Human Resources Department for additional support as needed.

**ADDITIONAL SUPERVISOR** **ITEMS:**

* After hire but before working with children, the supervisor will support the new staff member in completing the [Child and Family Development Hiring Requirements](https://nwmcaa.sharepoint.com/%3Aw%3A/s/HumanResources/Eea7p8c8bUNIllGivIQ8AZMB59hFOfDhLxwMJMwSydHaeA?e=GOO4dh).
* Distribute the completed Annual Pre-Service Orientation and Training Checklist forms as indicated to the classroom (for the employee file), DMT, and the Human Resources department.
* Update [staffing chart](https://nwmcaa.sharepoint.com/%3Aw%3A/s/EHSHSTeam/EQfZrj09TZBShz8kwXjyCy0BMkFIf2x8q8949pLOgb2XWQ?e=U4dxPS) on SharePoint.
* When transferring a current employee to a different classroom, site and/or position, that employee will be put on a training period, even if their job title is the same.
* Upon transfer, a [Personnel Action Form](https://nwmcaa.sharepoint.com/%3Aw%3A/s/HumanResources/ETC45sjCexZGtABrwW1COD8B3o42uWaLFrz-pnzpV9I1xg?e=Hol3xl) must be submitted to the Human Resources Director.
* Upon transfer, make certain that the appropriate information is completed on the PAF to ensure that the employee becomes connected to the correct facility in the CCBC database.
* ChildPlus: Management – Personnel – Search for lead teacher’s name – Attachments
* 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.
* Connect with Program Support for business cards. Request that Program Support order an office nameplate and name tag for the new employee.
* Connect with the Facilities Coordinator or relevant personnel for dispersal of facility keys and/or access cards.
* Connect with Education Coach to add new employee to Learning Genie.
* Policy Council information and reimbursement rates are described in the [Policy Council Representatives and/or Parents Assisting with Interviewing or Self Assessments guidance](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.nmcaahr.com%2Fuploads%2F1%2F2%2F5%2F0%2F125037803%2Fpolicy_council_representatives_parents_assisting_with_interviewing_or_self_assessments__1_.doc&wdOrigin=BROWSELINK).
* 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

9/25/2023 EHS-HS Team\Human Resources\Supervisors Manual\Tab 1-Hiring\CFD\Hiring Staff Procedures.docx