

Title: Hiring Procedures

Date Revised: 2014

A typical hire/re-hire should take approximately 3 to 4 days to process from the time an offer is extended to when the new employee actually begins working. New or re-hired employees should not begin working until all paperwork and approvals have been submitted into HR. Your steps should be as follows:

1. Candidate Search / Selection

- Receive replacement/new headcount approval from your Executive Director. Once applications are received for the vacancy, screen applicants by phone to determine if the applicant has the appropriate experience and is suitable for the position.
- Schedule in-person interviews, with a minimum of two staff, using the appropriate interview form and questions.
- Once you have decided upon an appropriate candidate, begin the reference checking process. This consists of 3 professional references and 1 personal reference, which should be an immediate family member. During this time, provided the candidate has signed the Authorization to Release Information Form, the HR Department will run the appropriate background checks. Authorization may be faxed to the HR Department at 973-535-1478. **Please do not make an offer at this stage.**
- Once the four (4) references are complete and you have received approval from HR regarding background checks, you may extend a verbal contingent offer on the telephone to the candidate.

2. Contingent Offers Accepted

- Once the candidate accepts the verbal contingent offer, invite them to come into your office to complete the appropriate paperwork prior to starting their employment. Inform the candidate that they will need to provide appropriate documents to satisfy Form I-9 (Employment Eligibility Verification). They should also provide copies of any certifications necessary for the position. Once the paperwork has been completed by the new employee, reviewed and signed by you, the supervisor, forward for final approval to the Executive Director. Once completed and approved forward the new hire package to the HR Department.

3. Child Care (CC) and School Age Child Care (SACC) Only

- For anyone 18 or older being considered for CC or SACC, please instruct them to go online while they are on-site with you to schedule their fingerprinting appointment (MorphoTrak). The website is www.bioapplicant.com/nj. Your location and license number remain specific to your site location. The scheduled fingerprinting date must be noted on the New Hire Checklist for HR sign-off. The fingerprints must be completed within two weeks of the new employee's start date.
- The CARI is required on all new hires and re-hires in CC and SACC 14 years of age and older.

Human Resources Procedures

4. Re-Hires

If a former employee applies to a vacancy follow the below procedures depending on the time period:

Less than 90 days	Greater than 90 days to 2 years	More than 2 years
Re-Hire Form	Re-hire Packet	New Hire Packet
Policy Receipt Acknowledgement		

- Scan or fax the completed and signed Authorization to Release Information form to HR at (973) 535-1478.
- Once the background check has cleared, Human Resources will notify the hiring supervisor to proceed with next steps. Once the Executive Director signs/approves the appropriate form, forward the paperwork to Human Resources.

5. Volunteers

- Potential volunteers should complete an Application to Volunteer. Volunteers should be interviewed. Have reference checks and the Authorization to Release Information Form for Volunteers completed.
- In order to expedite the background investigation process, you may scan or fax the completed and signed Authorization to Release Information form to Human Resources or 973-535-1478.
- Approval to volunteer is contingent on a cleared background check. Once a volunteer has been selected and cleared, they must be provided with and sign the following documents:
 - Code of Conduct Acknowledgement
 - Voluntary Disclosure Statement
 - Child Abuse Prevention Policy Acknowledgement
 - Standard Bleeding Procedure Acknowledgement
 - Personal Electronic Communication Acknowledgement

6. Program Staff for Summer Employment

- Existing non-exempt program staff interested in summer employment must sign a written contingent offer letter. Both non-exempt/exempt staff must complete a Voluntary Disclosure form and Authorization to Release Information form for a background check to be completed prior to working the summer camp season. Summer and continued employment is contingent on a cleared background check.

Human Resources Procedures

7. Additional Information

- The Exempt offer process remains the same. Offer letters will continue to be generated from the Human Resources office.
- For confidentiality purposes, please do not keep the new hire and/or re-hire paperwork at your branch. You may keep a copy of emergency contact information. However, all supervisors have electronic access to employee's pertinent employee data, including emergency contact information. All original documents, including CARI and Fingerprint forms, must be held in the Human Resources office where the files are kept in a secure location.
- All candidates interviewed but not selected should be notified once the vacancy has been filled via a declination letter * or email.