Hiring Checklists

1. Pre-selection checklist
   A. Determine what the school’s needs are (not what your applicant’s desire is) and reconcile those needs with the budget. If not budgeted, consult with:
      i. Pastor or Canonical Administrator
      ii. Finance Council
   B. Advertise, if appropriate
      i. Advertisement should include minimum qualifications:
         education, credential and experience
      ii. Timing of application process
   C. Ask applicants to complete
      i. Application form
      ii. Supplemental questions
   D. Review applicants and screen for those who meet the minimum qualifications
   E. Of those who qualify, select top four candidates for interview.

2. Interview and Selection Process Checklist
   A. Include others in the interview if possible.
   B. Select questions prior to the interview
   C. Use an evaluation tool to compare interviewees
   D. Is there a consensus as to the top candidate?
   E. Invite to follow up interview and have others meet applicant
   F. Determine if there are issues that need resolution, if so, speak with the candidate to resolve: be direct. “We have a question about ….”
   G. Ask the hard questions
      i. Are you Catholic (if appropriate)
      ii. Are you in good standing with the Church – explain if necessary
3. Extend the Offer Checklist
   A. Tell the applicant that you would like to extend an offer of employment contingent on the following:
      i. Positive reference check
      ii. Criminal background check: SEND IMMEDIATELY
      iii. Completion of Shield the Vulnerable
   B. Discuss compensation and get an agreement.
   C. As soon as you have an agreement, send PAN to HR with basic information about the applicant:
      i. Name
      ii. Job title
      iii. Proposed hire date

4. Complete reference check:
   A. Call the applicant’s last supervisor even if that person is not listed as a reference on his/her application
   B. Call anyone you know personally who may be able to provide a reference
   C. Google the person and check his/her social media status
   D. Determine if there are any concerns raised in this process
      i. No call back
      ii. Evasive answers

5. Last Steps Checklist:
   A. Do not allow the person to come to school or work from home until you receive the letter from HR stating that the applicant is cleared to work
   B. Obtain the applicant’s Shield the Vulnerable Certificate
   C. Obtain TB test clearance from applicant
   D. Train in mandatory reporting of child abuse (required by California law)