

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)