

# Head Start Hiring Process

- Prior to the interview, the applicant must have completed an application, as well as the background screening package.

Background Screen Form

Request for Driver License and Record Check

Child Care Licensing Request for Background Check

Child Abuse and Neglect Registry – ISD staff only

Pre-Employment Drug Screen Acknowledgement Form

- In most cases, the supervisor is the on the interview panel. The interview panel consists of three staff and in the case where an ISD partnership is involved, a fourth member of the panel is from the ISD. Each panelist scores the answer to each question. A score of zero to five is given for each answer based on the panelist's interpretation of the applicant's answer.
- Once the interview is complete, the Human Resources Director tabulates all scores. The interviewee with the highest score is considered to be the most qualified applicant. In the event the scores are close, a virtual tie, or special circumstances exist, the supervisor is given the opportunity to suggest which applicant is chosen.
- At this point a Personnel Action Form is completed and the Head Start Director reviews the documentation, including confirmation on qualifications. After the decision is made, the CSNT background and driver license checks are processed. The Head Start background check documents are forwarded to the Head Start Program Manager, who submits the background check to the appropriate entity.
- The Human Resources (HR) Director verifies the employer and personal references.
- When the pre-hire process is completed, the completed file is presented to the Executive Director, who reviews the documentation and signs the Personnel Action Form.
- The Executive Director's signature enables the HR Director to extend the offer of employment to the applicant, pending Policy Council Approval
- If any of the steps in the hiring process are not completed, the applicant will not be offered a position. All employees are hired for a 90-day provisional period.

# Head Start Termination Process

- Policy violations that result in written documentation as defined in the Agency's discipline procedures are forwarded to the Human Resources Department.
- The Head Start Director and the Executive Director are notified of the policy violation. A complete review of the details and the documentation of the violation is initiated by the Executive Director.
- A comprehensive investigation, including interviews of knowledgeable staff or other parties with relevant information, is conducted as needed, to determine the proper course of action.
- Any decision to involuntarily terminate an employee shall be made by the Executive Director and is based on the results of the investigation.
- The Policy Council and the Governing Board shall approve the CSNT Personnel Policies and Procedures annually. The action grants the Executive Director the authority to terminate an employment after careful review of each policy violation. The process serves as assurance that each termination is based on a violation of one or more of the policies as listed in the Personnel Policies and Procedures.
- The Policy Council receives a list of terminations during the Executive Session portion of the regular Policy Council Meeting. During this time, and only during this time, discussions of terminations may be addressed.
- To ensure equity, confidentiality, and a non-biased environment during such discussions, the name of the terminated employee is withheld during this portion of the process.
- After the close of the Executive Session, during the regular Policy Council Meeting, a vote may be taken to approve or disapprove the termination as presented. Upon a properly constituted majority vote, the termination shall be deemed approved or disapproved, as the result of the vote shall determine.