

## **Employee Selection-Interview and Hiring Procedure**

1. Upon closing of posted positions, the hiring supervisor will review all applications and determine which applicants will be selected for interview based on their educational qualifications and previous related work experience.
2. The Interviewing supervisor will be responsible for scheduling, or arranging for the scheduling, of the interviews with selected candidates and will include a Head Start parent, whenever possible, and at minimum, an additional management team or site team member to participate in the interviews.
3. A written uniform list of questions will be developed and asked of all candidates interviewing for the position.
4. The interview team will take notes during the interviews and discuss each candidate afterwards to decide on the best candidate for position. The team may also select a second-choice candidate, in the event that the first-choice candidate declines the position, or that their reference checks are not positive.
5. All interview information shall be deemed confidential.
6. The hiring supervisor will conduct credential & reference checks on the selected candidate prior to recommendation for hire.
7. The hiring supervisor will complete and submit new hire recommendations to the Head Start Director and Agency Director for approval.
8. The hiring supervisor will notify the recommended candidate of his/her selection.
9. The Policy Council must either approve or disapprove of all Head Start staff hiring. Depending upon the timing of this process, prospective new staff may actually begin “temporary” employment pending Policy Council approval.
10. All new employees will receive written terms of employment.
11. All new employees must complete required new hire paperwork including a State of Minnesota Department of Human Services Background Study. Background study clearance must be granted from this entity qualifying the employee to provide direct contact services with children.
12. All unsuccessful position candidates will be notified in writing that the position has been filled.