

## SCREENING POLICY FOR STAFF

### Introduction

One of the eight board priorities adopted by the Fairfax CASA Board of Directors in 2003 related to recruiting and retaining professional staff. This priority was assigned to the new Executive Director hired that year. The following process has been developed and is implemented as new staff positions are defined or when ongoing positions become vacant due to voluntary and/or involuntary staff resignations:

### Position Advertising

All new and/or ongoing positions are publicly advertised by posting notices on internally controlled media including the office bulletin board; the organization's e-newsletter; and, the organization's website. Notices are also posted on at least one external classified media site including Idealist.org; The Washington Post; or a specified professional discipline-related recruitment publication. All postings include standard non-discrimination statements. Whenever possible, the position job description is posted along with skill requirements.

### Applicant Requirements

All applicants are required to electronically submit a professional resume with a separate cover letter and at least three professional references.

### Screening

The following steps are taken leading up to the job offer:

- Electronic files are reviewed and rated by designated staff to screen out unqualified or inappropriate candidates.
- Qualified applicants are contacted by e-mail or telephone to schedule a formal telephone screening interview with the direct supervisor for the position advertised with a goal to conduct face-to-face interviews with not less than three final candidates. A set of pre-established questions are asked during the interview, which the interviewer documents and uses to determine finalists to be scheduled for face-to-face interviews.
- Face-to-face interviews are scheduled to include a private session with the candidate's direct supervisor followed by an interview with the Executive Director and the Executive Director's appointees to the group interview. During the group interview, candidates are asked to answer pre-determined questions, which are used to rate each candidate and determine the most qualified candidate.

## Hiring

Following selection of the top candidate, the candidate's direct supervisor will inform the candidate of the selection pending further screening to include background checks (e.g., national, state, and local criminal records; Department of Motor Vehicles' records; child protective services checks; fingerprinting; and, three references).

## Orientation

Upon the first day of work, each new employee will report to the Office Manager to complete a written application that includes birth information; work history; and, emergency contact information. The new employee will also provide a picture ID and birth record. Prior to receiving work assignments, the new hire must provide all necessary documentation; complete all new hire paperwork; and, receive information about secure building entrance; telephone operations and protocols; e-mail accounts and passwords; internet access; and, file access and server operations. The new employee will receive the Fairfax CASA Employee Handbook and will be asked to review the Handbook thoroughly and to seek answers to any questions that come up. Within a week of the new employee's first work day, a meeting of the employee with the Executive Director will be scheduled to review informal office culture and expectations.