

## C-201 Staff Recruitment and Selection

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### HIRING POLICY

All hiring, whether at the ESD level or center level shall follow state and federal laws, ECEAP program standards and hiring agency personnel policies. ESD 105 ECEAP encourages programs to consider the diversity needs of the program when recruiting and making hiring decisions so that staff reflects the characteristics of the population being served.

### PROCEDURE

1. ECEAP position vacancies shall be advertised by the hiring agency in the media and to Center parents/guardians. Staff recruitment procedures, including evidence of any labor pool shortages, will be documented.
2. Present or past ECEAP parents/guardians shall be involved in the interview process. If, after every attempt has been made to involve a parent/guardian in the interview committee, and if no parent/guardian is able to participate, they will be given an opportunity to interview the top candidates by telephone and/or review the top candidates' application(s) and qualification(s).
3. During the interview process, the committee will seek staff who demonstrate competency to interact positively and respectfully with culturally and linguistically diverse children and families.
4. Reference checks will be conducted.
5. Criminal history background clearance will be required for all staff who have unsupervised contact with children.
6. New employees are required to complete a one-step Mantoux tuberculosis (TB) skin test, unless they have written proof of one of the following:
  - Negative Mantoux TB test in the 12 months prior to hire.
  - Medication therapy to treat TB.
  - A recent negative chest x-ray and a statement from a health care provider that the employee does not pose a risk to others.