

Hiring Procedure

Purpose

Center Leadership is responsible for following the hiring process for an ECEAP, Head Start, or Early Head Start employee. The process includes recruiting, screening, interviewing, checking references, ensuring candidate's qualifications, and hiring of center staff.

Procedure

1. When a position is vacated, complete a [Staff Information Form: Staff Departure](#).
2. **Recruiting:** Advertise all open positions, based on an accurate job description to the public, including center staff and parents.
 - Encourage applicants who reflect the ethnicity, culture, and language of children and families served and who demonstrate competency to interact positively and respectfully with culturally and linguistically diverse children and families.
 - Submit *Publicizing Early Learning Job Openings Form* to advertise on PSESD's website.
 - Establish a competitive hiring process. Document recruitment efforts.
3. **Screening:** Screening criteria should be based on qualifications and duties listed on position announcement. Prior to the interview assure that applicants meet minimum qualifications for the position, refer to *Staff Position Qualifications Guidance*
 - Equally qualified current or former ECEAP, Head Start, or EHS parents or alumni will have hiring preference.
4. **Interview:** Involve appropriate staff and at least one current parent from your site to participate in the interview process.
 - It is required that at least one currently enrolled parent participate in the interview process, whenever possible schedule two parents.
 - Parent(s) on an interview panel should not be an ECEAP, Head Start, or EHS staff at the hiring site.
 - If your site is currently closed and/or you're having trouble finding a parent to participate, email Quincy Stone (qstone@psed.org) immediately to find an available ESD Policy Council parent.
 - Refer to *Guidance on Interview Questions*

Parent participation in hiring is REQUIRED.

- If it is an internal transfer or if union regulations are conflicting with parent participation, email Kristyl Riddle (kriddle@psed.org) for a solution.
5. **Reference Checks:** Conduct reference checks prior to making an offer. Prepare a list of questions to ask each reference.
 6. **Check Qualifications:** Evaluate applicant's qualifications, in accordance with *Staff Position Qualifications Guidance*.

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- **For ECEAP positions**, final qualification determinations are made by the WA State Department of Early Learning.
 - For questions on Head Start staff qualifications or salary placements, email Cheryl Habgood (chabgood@psesd.org). For question on ECEAP staff qualifications, email Kristyl Riddle (kriddle@psesd.org).
7. **Make Offer:** Center Leadership makes an offer and notifies new hire of salary placements. For Head Start funded positions ALL staff must be fully qualified.
 8. **Conduct Criminal Record Check:** See *Criminal Record Check Procedure*.
 9. **Upon hire:**
 - Complete *Hiring Approval Form* and *New Staff Information Form* (<http://www.earlylearningwa.org/index.php/staff-information-form>) within 5 days of hire.
 - **ECEAP only:** If hiring provisionally, also complete a *Professional Development Plan Form* and submit to ESD.
 - Have *New Employee Initial Activities Checklist* ready for the new employee's start, either electronically or in hard copy.

Related Documents

Publicizing Early Learning Job Openings Form

Criminal Record Check Procedure

Staff Position Qualifications Guidance

Professional Development Plan Form

Hiring Approval Form

Roster Data Form

New Employee Initial Activities Checklist