

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.
 - An interview is **required**, except in the case of a transfer within union regulations.
 - 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](#) immediately to find an available ESD Policy Council parent.
 - Refer to [Interview Questions Guidance](#).

Parent participation in hiring is REQUIRED.

 - If it is an internal transfer or if union regulations are conflicting with parent participation, email [Quincy Stone](#) for a solution.
5. **Reference Checks:** Conduct reference checks prior to making an offer. Prepare a list of questions to ask each reference. Document in personnel file.
 - **Reference checks are required, except in the case of a transfer within union regulations.**

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6. **Check Qualifications:** Evaluate applicant's qualifications, in accordance with [Staff Position Qualifications Guidance](#).
 - **For ECEAP positions,** final qualification determinations are made by the WA State Department of Children, Youth, and Families (DCYF). For questions on ECEAP staff qualifications, email [Kristyl Riddle](#).
 - **For Head Start/Early Head Start positions,** Teachers must be fully qualified. Teacher Assistants and Family Support staff may be hired with a Professional Development Plan in place. For questions on Head Start/Early Head Start staff qualifications or salary placements, email [Cheryl Habgood](#).
7. **Make Offer:** Center Leadership makes an offer and notifies new hire of salary placements.
8. **Conduct Criminal Record Checks:** See [Criminal Record Check Procedure](#).
 - **Note:** Must be completed before a staff person is eligible to start working with children or families.
9. **Upon Hire:**
 - Complete [Hiring Approval Form](#) and [New Staff Information Form](#), including all requested documentation immediately upon hire.
 - Have [New Employee Initial Activities Checklist](#) ready for the new employee's start, either electronically or in hard copy.