

EMPLOYMENT CHECKLIST

The following checklist outlines steps to follow in the recruitment and selection process.

1. Establish job requirements. Prepare job description with ADA requirements.
2. Determine if position is Exempt or Nonexempt.
3. Determine compensation. The person in charge may request confidential wage guidelines from Human Resources.
4. Recruit for position.
5. Ask applicants to complete employment application. For professional positions, request resume. Acknowledge receipt of application by e-mail or mail.
6. Review applications and resumes. Select those applicants who meet the qualifications required for the job. Set up interviews with qualified candidates.
7. Prepare for interview. Write questions to ask all candidates. Questions must be **job related**. Review [Pre-employment Interview Questions](#) to determine if questions are appropriate.
8. Interview the most qualified applicants, asking only job related questions.
9. Conduct **validated** skills testing if appropriate for the position (check with archdiocesan Human Resources Department for validated tests). All candidates should be required to take the same tests.
10. Conduct reference checks by contacting at least 2 previous employers (supervisors who had contact).
11. If references are satisfactory, offer the position to the most qualified candidate.
12. Notify final candidate of Archdiocesan fingerprinting requirements: All clergy, religious, paid personnel and volunteers who have regular contact with minors must be fingerprinted and cleared before commencing employment or volunteer assignment. For Fingerprinting Schedule and Information see: <http://www.la-archdiocese.org/org/hr/Pages/fingerprinting.aspx> Call (213) 637-7411 if you have any questions.
13. If the applicant accepts the position, send an offer letter indicating start date,



compensation, and orientation date. Ask the candidate to sign and return offer letter. Place the signed letter in personnel file.

14. Ensure compliance with the Zero Tolerance Policy of the Archdiocese which states that any person guilty of sexual misconduct with a minor under the age of 18 may not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and may not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.
15. Comply with Archdiocesan policy requiring criminal background check and safe environment training for employees and volunteers having contact with children. For details regarding all Safeguard the Children Programs, including training, see: <http://www.la-archdiocese.org/org/protecting/Pages/default.aspx>.
16. Within three days of the start date, complete the Employment Eligibility Verification Form I-9 and and place in the Form I-9 file.

Reference Check Form [intranet]

