



# ARCHDIOCESE OF MIAMI

*Office of Catholic Schools & Office of Human Resources*

## Hiring Checklist for Education Personnel

**(Teachers, counselors, ESE Coordinators, early education directors, librarians, assistant principals and other mid-level administrators, and others)**

### **Recruitment**

Determined how position will be advertised:

- Internally (within entity only)
- Externally on Archdiocese of Miami Web site only
- Internally for \_\_\_\_\_ weeks, then externally if larger candidate pool needed
- Internally and externally
- Other media \_\_\_\_\_
- Reviewed **Job Description** and made necessary changes (if any).
- Requested approval (with Job Description attached) from Pastor/Superintendent for new job position, if applicable. [Positions may only be posted if they are included in an approved budget or have received special approval by the Superintendent and pastor (if elementary). (Policy 808.09)]
- Emailed ADOM HR Office, to post opening on ADOM website, Indeed, and other appropriate sites.

### **Interviewing**

- Received resumes/applications.
- Reviewed Human Resources materials on Recruitment & Selection, and materials on legal and effective interviewing and selection (HR has materials)
- Made list of questions (based on objective, performance-related, criteria) to ask candidates during interview. (Special attention should be given into understanding the candidate's knowledge and support of the Catholic mission of the school. [Policy 808.09])
- Reviewed resumes and applications submitted. Selected candidates to interview (Ideally at least 3 viable candidates per open position)
- Requested and received Permission to Interview from the Coordinator for Certification in the OCS and the Office of Human Resources. (No candidate may be interviewed without permission from both offices. [Policy 808.09])
- If a candidate is currently employed at another ADOM school, ask candidate if they have notified their principal, informing them that they may only continue as a candidate once they've notified their principal that they've responded to the job posting / ad.
- Called current principal of the other school to make him/her aware of the candidate's interest before the candidate is interviewed. (Principals may not hire any candidate who is already working under a contract at another Catholic school of the Archdiocese, or who has signed a contract in anticipation of the next school year, without the permission of the Superintendent. [Policy 808.09 and 808.12])
- Made courtesy phone call to internal candidates, if any, who will not be interviewed (after contacting HR and having discussion on why I felt that the candidate did not meet qualifications)



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- ❑ Set up interviews with candidates. Scheduled interview committee members/other qualified staff members who will assist in interviewing the candidates.
- ❑ Had candidates who need to do so fill out employment application completely; sign, date, return original
- ❑ Conducted interview using objective questions based on current and past performance in previous positions.
- ❑ Took notes during interview

## **Selection**

- ❑ Rated candidates using objective process (HR has samples of scoring matrices) and selected best candidate(s) based on total assessment
- ❑ Verified employment history with each of the candidate's previous employers and checked professional references. If unable to contact a previous employer, documented efforts to contact the employer (Form in E-Library). All documentation added to the candidate's file.
- ❑ Checked that the candidate was not on the following database search results, as per state statute, and documentation added to the candidate's file:
  - ❑ Professional Practices Services (PPS) Disqualification List
  - ❑ Professional Practices Database of Disciplinary Action/Educator Misconduct
- ❑ Submitted an Employment Screening Request to the Teacher Certification Database/Bureau of Educator Certification Partnership Access & Services System (BEC-PASS) and documentation added to the candidate's file.
- ❑ Performed basic internet search of candidate. (Policy 313.04)
- ❑ Obtained official transcripts, evidence of valid professional certification/license, and three letters of reference. (Policy 808.09)
- ❑ Contacted the OCS Director of School Finance to define salary and stipends (if applicable).
- ❑ Submitted Education Personnel Screening Verification Form to Coordinator for Certification for generation of employment letter. The Coordinator assisted in defining the status of the candidate's Catechetical Certification.

## **Extending the Conditional Offer**

- ❑ After receiving letter of agreement from the Coordinator for Certification, contacted candidate to make arrangements for fingerprinting or, if employee is transferring from another ADOM school, contacted the Fingerprinting Office to obtain copies of clearance. (Policy 808.12)
- ❑ During appointment, offered position (contingent on accreditation from security background checks and fingerprinting) and gave instructions as per background screening, if not already employed at another ADOM school.
- ❑ Established start date, contingent upon passing background tests.
- ❑ Signed letter which came from ADOM Coordinator of Certification and job description, having provided candidate with copies..
- ❑ Submitted copy of offer letter to OCS for employee personnel file. (Employment Letters are signed by only the employee and principal [Policy 808.10])



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- ❑ If employee is transferring from another ADOM school, requested from current principal that transcripts and other documents be sent to my (the receiving) school. (Signed & dated copies are kept in the files of the school the employee is leaving, indicating the school to which the originals were sent. [Policy 808.12])

## **Preparing for Day One / Orientation**

- ❑ Received notice from HR/Fingerprinting of selected candidate's background test results, if negative result. (If fingerprinting indicates a record, ADOM HR must provide adverse action letter declining employment.)
- ❑ Confirmed start date and time with new employee and HR
- ❑ Informed entity Bookkeeper/HR Person of name of new employee and start date
- ❑ Requested new employee to bring in proof of personal identification AND proof of eligibility to work in the U.S. (Get updated Form I-9 from [www.uscis.gov](http://www.uscis.gov)). (Documentation must be produced within three (3) business days of hire. [Policy 805.03])
- ❑ Verify using E-Verify
- ❑ Requested employee to schedule Virtus training prior to first day of employment, if not already completed, and signing of the Employee Pledge to Promote Safe Environment (Policy 313.04)
- ❑ Requested Catechist Certificate and, if not already certified, requested new employee seek Catechist Certification.
- ❑ If not already fully certified with the FL Department of Education, completed Certification Plan with new employee. Submit this plan along with the SOE/Letter from the state's certification office to [teacher.certification@theadom.org](mailto:teacher.certification@theadom.org).

## **Follow-up**

- ❑ Returned to Bookkeeper/HR Person list of interviewed candidates who were not selected (HR will inform them via letter that another candidate was selected) with a one-line note of why not, citing other avenue chosen performance-related criteria only.
- ❑ Personally contacted all internal candidates interviewed and informed them of the hiring decision.