



River Valley Child Development Services
Interview and Hiring Process for External Applicants
Guidance for Directors

	Purpose	Additional Information
Screen Resumes	Identify applicants that meet education and/or experience requirements	<u>Paycom – recruiter dashboard</u> View resumes of applicants using the recruiter dashboard in Paycom to identify applicants that have matching education and/or relevant experience for the vacant position.
Telephone Interviews	Screen applicants that have matching education and/or relevant experience to determine if they should be interviewed in-person	<u>RVCDS telephone interview questions template</u> Use this template to conduct your phone interviews. You can add up to three “relevant experience” topics for the position you are interviewing on question 4. Have a discussion with the applicant about the items listed on the form so they can determine if the position would be a good fit for them. This is a fillable PDF form!
Telephone Interview Results	Identify which applicants you would like to proceed forward with in the hiring process and those you do not want to proceed forward with.	<u>Proceed forward with applicant</u> – schedule in-person interview <u>Do not proceed forward with applicant</u> – complete the interview check-off form and attach telephone interview question results. Forward to HR.
Schedule In-Person Interviews <i>*there must be at least two people conducting interviews. NEVER interview alone.</i>	Schedule in-person interviews with successful phone interview candidates.	Prepare interview questions Prepare interview project Prepare matching interview rating form
Employment Application Completion <i>For applicants being interviewed in-person</i>	<u>Paycom – recruiter dashboard</u> - view the applicant profile on the recruiter dashboard in Paycom to determine if the employment application has been completed and signed	<u>Application completed and signed</u> – review information and no further action needed with application. <u>Application not completed and signed</u> – use the “application actions” button and select from the drop-down menu “send full application”. This will send the application to the applicant for them to complete.



River Valley Child Development Services
Interview and Hiring Process for External Applicants
Guidance for Directors

	Purpose	Additional Information
<p>Send Follow-Up Questions <i>For applicants being interviewed in-person</i></p> <ol style="list-style-type: none"> 1. Education Verification 2. Professional Reference Letters 3. RV CARES & SAC 	<p>Send follow-up questions to interviewees to collect education verification documentation, professional reference letters, and (RV CARES and SAC only) determine schedule availability to work.</p>	<p><u>Paycom</u> – recruiter dashboard - View the applicant profile on the recruiter dashboard in Paycom and send the applicable “follow-up questions” using the “Questions Actions” button <i>Question Actions > Send Follow Up Questions > check the follow-up questions to send > create email and send to applicant</i></p> <p><u>Education Verification</u> – requires upload of education transcripts. Applicable to ALL positions. <u>Professional Reference Letters</u> – requires upload of professional reference letters. Applicable to ALL positions (2 needed for all, 3 for Director positions) <u>RV CARES and SAC</u> – only applies to RV CARES and SAC positions.</p>
<p>Conduct in-person interviews</p>	<p>Interview candidates to determine best fit for the vacant position</p>	<p>Conduct in-person interviews and ensure every interviewee has a consistent interview experience</p> <ol style="list-style-type: none"> 1. Ask same interview questions for the same position. Make the questions relevant to the duties of the position. 2. Assign the same interview project for the same position 3. Use the same interview rating form format for the same position 4. Provide the following items to the interviewee: job description, salary scale for the position, RVCDS mission, RVCDS benefits summary
<p>Review interview project</p>	<p>Interview project will help determine if the candidate possesses skills needed to be successful in the position.</p>	<p>Collect and review (or observe) the assigned interview project. Score the interview project on the interview rating form.</p>



River Valley Child Development Services
Interview and Hiring Process for External Applicants
Guidance for Directors

	Purpose	Additional Information
Complete Interview Rating Form	Score interviewees to help determine best candidate.	You must include comments for each score to justify the score given to the applicant.
Determine best candidate for the position	Select the top candidate using a variety of criteria.	Using the candidate resume, phone interview, in-person interview, interview project, interview rating form, and reference letters, select the top candidate for the position.
Complete the Interview Check-off for External Applicants form for all applicants interviewed	Ensure all steps of the interview process is complete for each applicant that was interviewed.	Use for every applicant that you conduct (at minimum) a phone interview with. This form and required documentation will be given to HR upon completion of the interview process.
Complete the New Hire Request Form	Request approval to hire selected candidate	Hiring director completes the top portion of the form down to Hiring Director Signature line and passes on the HR with the Interview Check-Off for External Applicants form and documentation to request approval to hire the selected candidate
Submit all Interview Packets to HR	Review for completion of interview and application process, determine starting pay rate	HR reviews packet and Paycom to ensure accurate completion of the application and interview process. Reviews education/experience to determine starting pay rate. Forwards to Comptroller and Executive Director for approval or denial. External candidates not selected for the position will receive written notification of the decision from HR.
Offer job to top candidate AFTER approved by the agency	Make offer to selected candidate.	HR will notify the hiring director after the Executive Director has approved the request to hire. Hiring director will contact candidate and offer employment and set starting date.
Communicate start date to HR	Set start date and begin on-boarding process	Hiring director will communicate the start date to HR after the candidate agrees to fill the position. HR will send hire letter and begin the onboarding process in Paycom.