



Screening & Hiring Through a Child Abuse Prevention Lens

Organization Self-Assessment

Organization Name:

Your Name:

Date:

Hiring Practices	Yes	No	Notes
All new paid staff applicants are required to complete an application			
All new volunteer applicants are required to complete an application			
All new applications are completed, signed, and dated by the applicant			
All returning applications are completed, signed, and dated by the applicant			
When there is a break in employment or service of more than 90 days, paid staff are required to complete an updated/returning staff application			
When there is a break in employment or service of more than 90 days, volunteers are required to complete an updated/returning staff application			
A minimum of 3 reference checks are completed & documented on all new paid staff hires			
A minimum of 3 reference checks are completed & documented on all new volunteer hires			
At least one reference check includes a close family relative or friend			
All applicants complete an interview process that includes multiple interview techniques and questions—behavioral, situational, and active interviewing			
Interview questions are consistent for applicants			
Interviews are documented			

Screening Practices	Yes	No	Notes
Employment of new paid staff is contingent upon satisfactorily completing a comprehensive national Criminal Background Check			
Employment of new volunteers is contingent upon satisfactorily completing a comprehensive national Criminal Background Check			
Employment of new paid staff is contingent upon satisfactorily completing a comprehensive state or county Criminal Background Check			
Employment of new volunteers is contingent upon satisfactorily completing a comprehensive state or county Criminal Background Check			
Employment of new paid staff is contingent upon satisfactorily completing a screening through the National Sex Offender Public Website <i>*Screening may be included in CBC</i>			
Employment of new volunteers is contingent upon satisfactorily completing a screening through the National Sex Offender Public Website <i>*Screening may be included in CBC</i>			
When there is a break in employment of more than 90 days, paid staff are required to complete an updated Criminal Background Check and check of the National Sex Offender Public Website			
When there is a break in employment of more than 90 days, volunteers are required to complete an updated Criminal Background Check and check of the National Sex Offender Public Website			
All year-round staff complete a Criminal Background Check and check of the National Sex Offender Public Website a minimum of every two years			
The Criminal Background Check Policy is written and clearly defines barrier crimes/thresholds			
Paid staff that will drive on behalf of the organization have completed an annual Motor Vehicle Records Check			
Volunteers that will drive on behalf of the organization have completed an annual Motor Vehicle Records Check			

Organizational Practices	Yes	No	Notes
The organization has a written job description for each position that is provided upon hire			
Every job description includes both physical and emotional/social essential functions of the position			
The organization has a clear “No Tolerance for Abuse” statement on external and internal hiring materials (website, applications, job postings, job description)			
The organization has a written abuse prevention Code of Conduct, that all paid staff sign upon hire/re-hire			
The organization has a written abuse prevention Code of Conduct, that all volunteers sign upon hire/re-hire			
The organization reviews and has everyone re-sign the abuse prevention Code of Conduct annually			