



IFSC Personnel File Review Checklist

| Standard | Objective | Staff initials | Staff initials | Staff initials | Staff initials | Staff initials |
|--------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | | | | | |
| | | Date of hire | Date of hire | Date of hire | Date of hire | Date of hire |
| | | | | | | |
| 14.04 | Supervisors are qualified by: | Only one required: | Only one required: | Only one required: | Only one required: | Only one required: |
| | a) an advanced degree in a health, education, or human service field; OR | | | | | |
| | b) a bachelor's degree in a health, education or human service field and two years' experience working with children and families; OR | | | | | |
| | c) an associate's degree in a health, education or human service field and four years of experience working with children and families. Supervisors receive ongoing educational and training opportunities | | | | | |
| | Programs may request an exception to policy waiver for standard 14.04. | | | | | |
| 17 | A conflict of interest policy is tailored to the organization's specific needs and characteristics... <i>Interpretation:</i> If the conflict of interest policy requires signatures of ... staff, these signed forms should be available with the policy. [Include in personnel file]. [NA if not applicable] | | | | | |
| 29.02 | Recruitment and selection procedures include: | | | | | |
| | a) notifying personnel of available positions | | | | | |
| | b) verifying references of personnel | | | | | |
| | b) verifying credentials of personnel | | | | | |
| | c) utilizing pre-screening tools to assess suitability to the position | | | | | |



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| | | | | | | | | | | | |
| d) | providing applicants [and therefore also personnel] with a written job description | | | | | | | | | | |
| e) | giving final candidates the opportunity to speak with currently-employed personnel | | | | | | | | | | |
| f) | retaining hiring records in accordance with legal requirements | | | | | | | | | | |
| g) | using standard interview questions that comply with employment and labor laws | | | | | | | | | | |
| 29.03 | Screening procedures for new employees, contractors, and direct service volunteers include appropriate, legally permissible, and mandated reviews of state criminal history records and civil child abuse and neglect registries to determine the appropriateness of hiring prospective personnel who will provide direct services to children and families. | State Criminal History Records | Civil Child Abuse and Neglect Registry | State Criminal History Records | Civil Child Abuse and Neglect Registry | State Criminal History Records | Civil Child Abuse and Neglect Registry | State Criminal History Records | Civil Child Abuse and Neglect Registry | State Criminal History Records | Civil Child Abuse and Neglect Registry |
| | | | | | | | | | | | |
| 29.04 | All personnel receive, and confirm in writing, receipt of an up-to-date employee policies and procedures manual. | | | | | | | | | | |
| 29.06 | Every full-time and part-time employee receives a written annual performance evaluation conducted by the person to whom he or she reports. | | | | | | | | | | |