



## Staff Hiring Considerations

With thoughtful consideration, you can start off the right way when hiring new staff and plan for their future within your company.

### Hiring Preparation and Procedures:

- prepare well-defined job descriptions
- list, in detail, job duties
- prepare interview questions to be used for all interviews
- create a process to ensure all forms are completed
- create strategies to ensure all required documentation is gathered
- ensure all staff files are confidential and kept up to date
- understanding legal responsibilities according to DOL laws
- have an employee handbook that contains strong policies and procedures that maintains consistency

### Staff Wages:

- offer an annual salary increase based on a successful completion of an assessment performed by management
- create a transparent salary scale that includes education & professional development, experience, longevity, and merit increases
- offer opportunities for advancement

### Orientation:

- offer time for the employee to follow a designated trainer
- allow time for the employee to observe different rooms and the flow of the program
- have a consistent orientation plan to follow and document progress
- complete all required licensing forms and employee related paperwork and track completion
- have a designated time for all staff to welcome the new staff member
- allow time to meet with management to discuss progress and answer questions
- offer time to do required and recommended training
- review best practices concerning Health & Safety
- review employee handbook and answer any questions
- review child care laws and expectations of state rules and regulations

### Professional Development:

- pay for all mandatory professional development, in addition to their hourly wage
- offer In-house training
- have an experienced leader that works with staff through role modeling
- offer professional development/higher education scholarships
- attend group trainings, then meet as a group to strategize implementation into your program
- take moments to discuss professional development goals

### **Management Team:**

- have an identified management team with a defined hierarchy so staff know to whom they would report to
- have a dedicated management team that will perform regular assessments, observations and classroom role modeling
- allow moments of management's expertise to be shown to staff on a regular basis
- conduct monthly staff meetings
- ensure management is on the same page regarding guiding behaviors and classroom procedures to ensure consistency
- create a method of communication between the management team for a consistent relay of information
- offer opportunities for management to meet outside of the workplace to strengthen the team
- understand generational differences and be able to adapt accordingly to their needs
- offer opportunities for growth of management skills (example: managing staff needs)

### **Staff Enhancement:**

- offer times for staff to gather outside of the work environment
- create opportunities for moments when the whole group can plan together
- have amenities specifically for staff (such as adult sized furniture, separate bathroom, or separate space for planning, breaks or storage of personal belongings)
- relieve staff from their regular scheduled tasks for planning & prep time
- offer morale boosting activities
- take time to show appreciation
- celebrate achievements
- include the staff in decision making processes