

**Early Childhood Education and Care (ECEC)
Employment Process**

When an individual requests to apply for employment, several steps need to be followed to complete the employment process.

- Complete Part I of the NAD HR Locally Funded Hiring Process Form and submit it to the Conference. You must obtain approval from the Conference for the position prior to posting the position, recruiting or offering employment.
- Job openings must be posted prior to interviewing candidates.
- Request applicant complete application form and information verification form.
- Interview candidate(s).
- Talk with at least 3 references who know candidate professionally and personally.
- Take Board action to recommend that the local conference hire the candidate. Action should specify pay, hours authorized to work per week, and a future effective date of employment.
- Complete "Local Staff New Hire" form, including a description of the essential functions of the job.

At least two (2) weeks prior to employment:

- Complete Employment Checklist forms.
- Submit Employment Checklist and forms to local conference Human Resources Department.

When the Human Resources Department receives the documentation, an electronic background check will be performed. Upon initial clearance, a letter of employment will be sent to the new employee and employing entity welcoming the employee to employment and providing the employee with information about the employment relationship (rate of pay, benefit information as applicable, etc.).

Upon initial hire:

- Require applicant complete the background process including finger-printing/Livescan.
- If not yet completed, require applicant to provide identification verification and complete I-9 documentation. I-9 documentation must be completed within 3 days after employment begins.
- Request applicant complete the Records to be Maintained Packet.
- Provide applicant with a job description.
- Complete the Orientation process and Checklist.

Send Orientation Checklist to local conference office of education's ECEC liaison.

Please remember to promptly notify the Human Resources Department if there are any employment changes (hours worked per week, pay increases, etc.) or if the employee is injured while at work.

Please direct questions to: