A logo for a conference

Description automatically generated**USCCB HS/PRS New Hire Checklist**

The following is a list of items to be completed in the course of onboarding a new hire. Please fill it out and return it to your assigned Children’s Services Specialist. Please contact your assigned Children’s Services Specialist should you have any questions about the items below.

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| --- | --- |
| **General Information** | |
| Staff Name: | |
| Staff Date of Birth: | |
| Position Title: | |
| Date of Hire: | |
| Professional Licensure (if applicable): | |
| ORR Approval Obtained for Key Position, if applicable (Program Director, Asst. Program Director, Lead Case Manager, Clinician) | Yes  No  N/A |
| **Documents that need to be included in Staff Personnel file** | |
| Resume | |
| Employment Application | |
| Professional References | |
| Educational Records / Diploma | |
| Professional Licensure (if applicable) | |
| I-9 Employment Eligibility Documents (I-9 form and copies of required I.D. documents) | |
| **Background Investigation Documentation** | |
| Has the CPS Background Investigation (child abuse and neglect record check, for all jurisdictions lived in for the past 5 years) been completed? | Yes  No |
| ORR CA/N Waiver Submitted (if applicable) | Yes  No  N/A |
| Efforts to ask applicants about any previous and/or current misconduct, to include alleged sexual abuse, sexual harassment, or inappropriate sexual behavior, employee's response, efforts to contact past employers (only during pending investigation) and results | Yes  No |
| Has the FBI fingerprint check of national and state criminal history repositories (for all jurisdictions lived in for the past 5 years) been completed? | Yes  No |
| Driver's Record / Clearance (if expected to transport UC and/or sponsors) | Yes  No  N/A |
| **Initial and Annual Documentation** | |
| Has the Mandated Reporter Statement been signed (annual)? | Yes  No |
| Has the Confidentiality Policy Acknowledgement been signed? (Signed assurance of nondisclosure, annual) | Yes  No |
| Has the Code of Conduct Policy Acknowledgement been signed? (annual) To include questions about any previous and/or current misconduct since last statement. | Yes  No |
| **Training** | |
| Has the Cybersecurity training been completed, and the certificate submitted? | Yes  No |
| Has the Privacy 101 training been completed, and the certificate submitted? | Yes  No |
| Have the 4-Part trauma trainings been completed, and certificates submitted? | Yes  No |
| Has the 40 hours of training been completed according to the topics listed on the Training Tracker? | Yes  No |
| Has the 40-hour Training Tracker been submitted? | Yes  No |
| Has the staff member set up their account in the ORR App Launcher and signed the Rules of Behavior? | Yes  No |