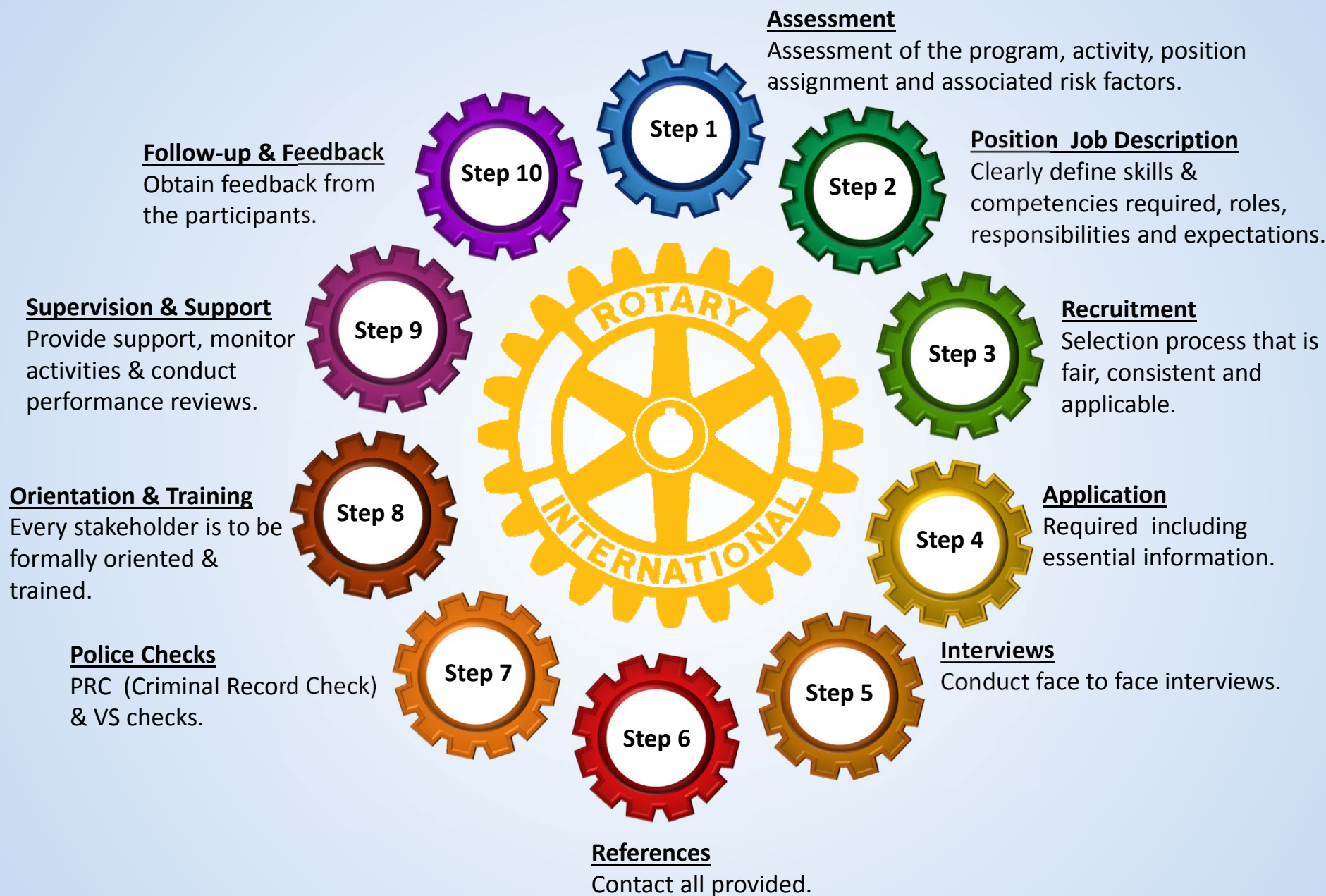


10 Step - Recruitment & Screening Process - RI D5360

Recruitment & Screening Process - RI D5360



Recruitment & Screening Process - RI D5360

ASSESSMENT

WHO?

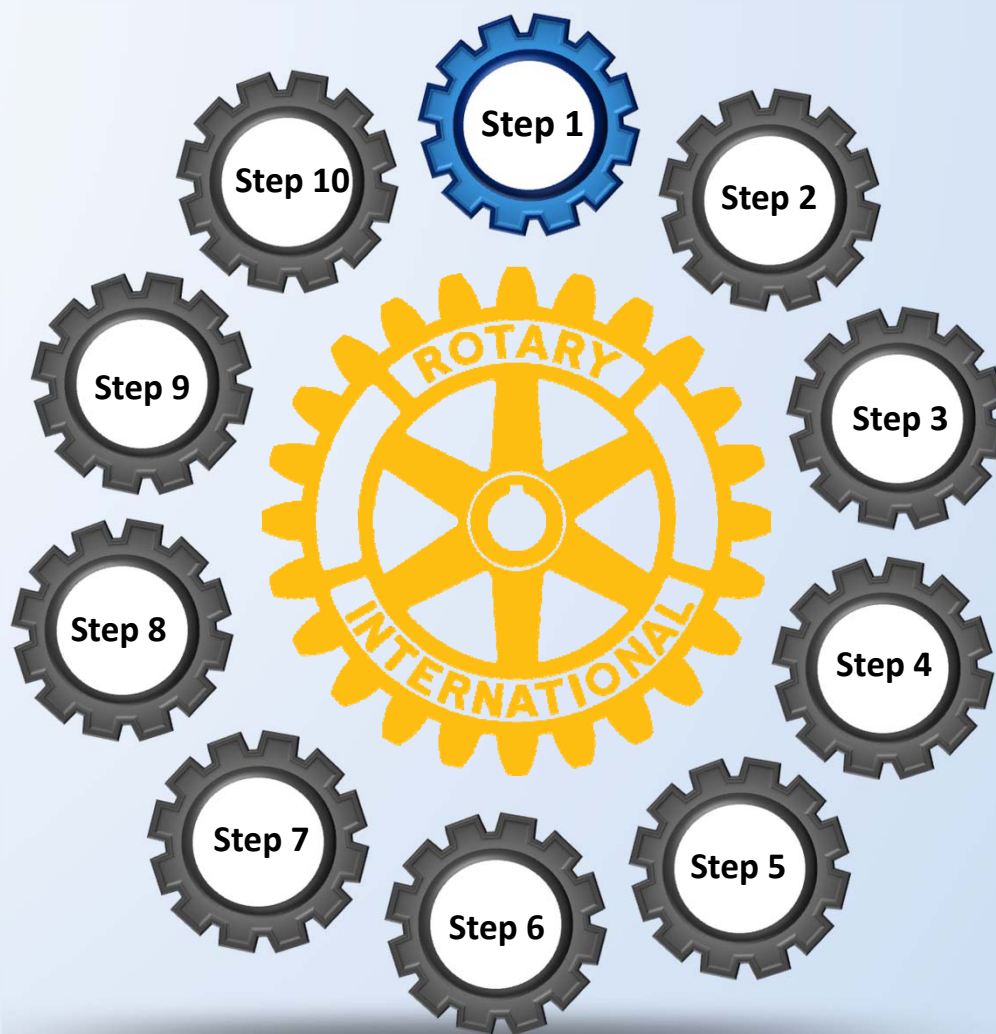
- The Associated Committee has responsibility to complete this step.

WHAT?

- Determine the level of service and standard of quality to be provided.
- Identify any RI policy implications.
- Identify any legislative requirements.
- Review risks and liabilities.
 - Who is the participant? (Gender, Age, etc)
 - What is the nature of the activity?
 - What is the setting?
 - What is the level of supervision required?

WHERE / WHEN?

- Tasks must be completed 6 months prior to position launch and reviewed on an annual basis.



Recruitment & Screening Process - RI D5360

POSITION JOB DESCRIPTION

WHO?

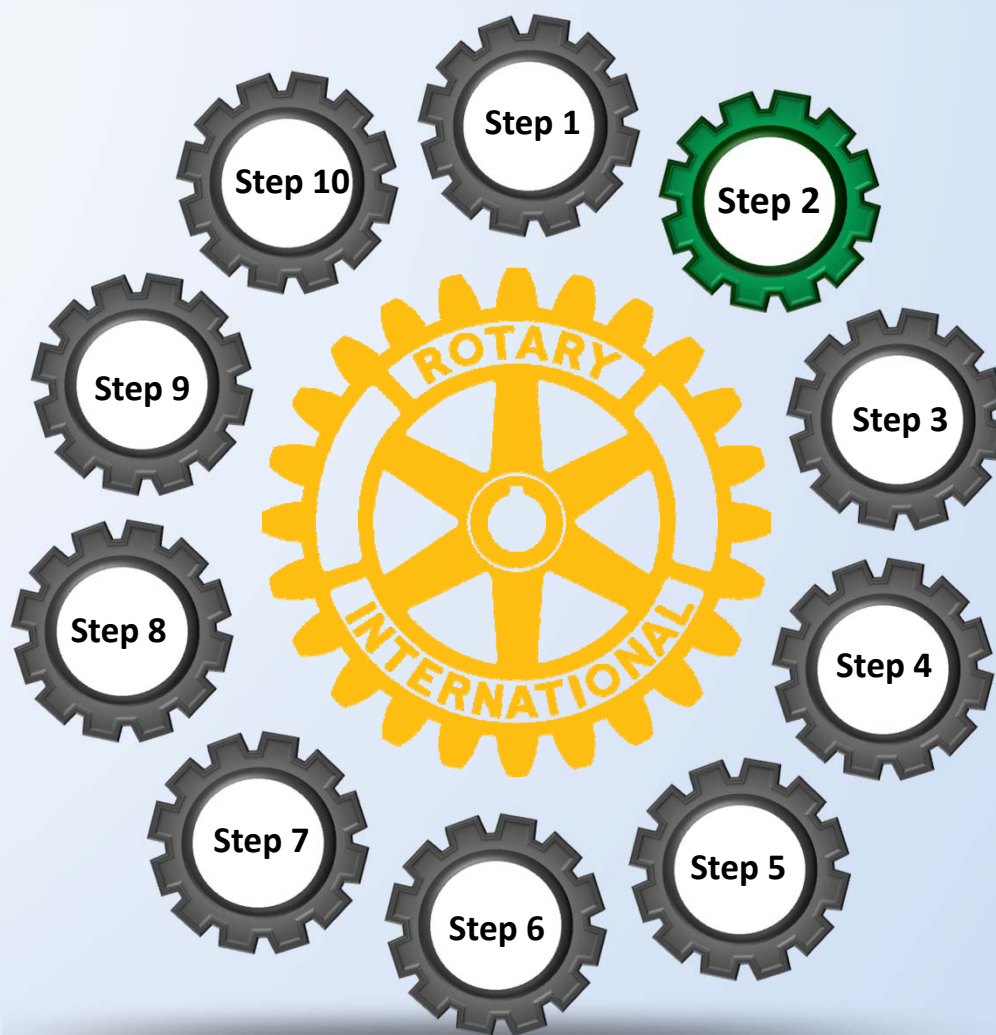
- The Associated Committee has responsibility to complete this step.

WHAT?

- Create a job description that includes the following details:
 - Title and scope of the position or activity.
 - Tasks and responsibilities.
 - Skills, experience and qualifications required.
 - Time Commitment required.
 - Opportunities and benefits.
 - What screening practices will be implemented.

WHERE / WHEN?

- Tasks must be completed 6 months prior to position launch and reviewed on an annual basis.



Recruitment & Screening Process - RI D5360

RECRUITMENT

WHO?

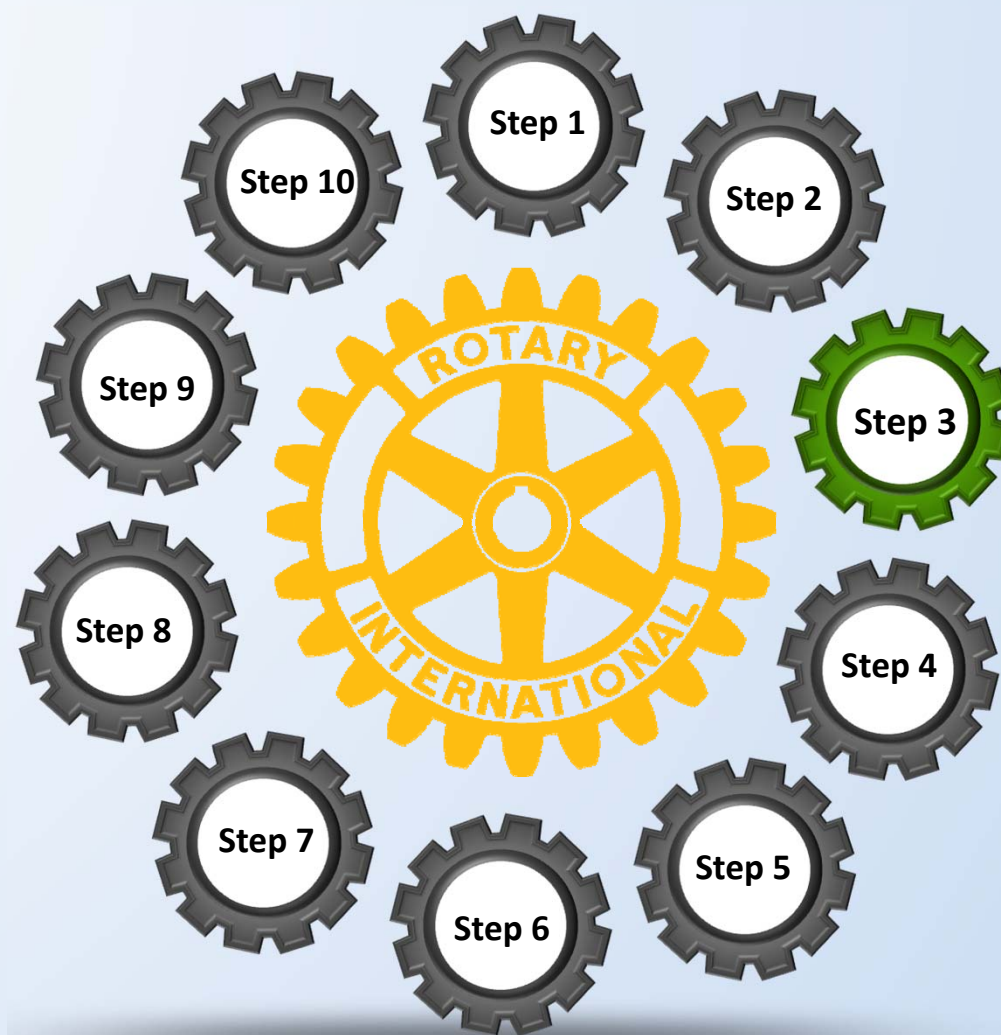
- The Associated Committee has responsibility to complete this step.

WHAT?

- Develop a recruitment strategy, implementation plan and selection process that is fair, consistent and applicable to the position or assignment.
- Position correspondence must include the following information:
 - RI D5360 vision and mission.
 - Value of being inclusive, open and transparent.
 - General position requirements, opportunity and benefits.
 - Screening protocol.
 - Application submission deadline.

WHERE / WHEN?

- Post in the District newsletter / website.
- Contact CYPO's 24 hrs prior to posting.



Recruitment & Screening Process - RI D5360

APPLICATION

WHO?

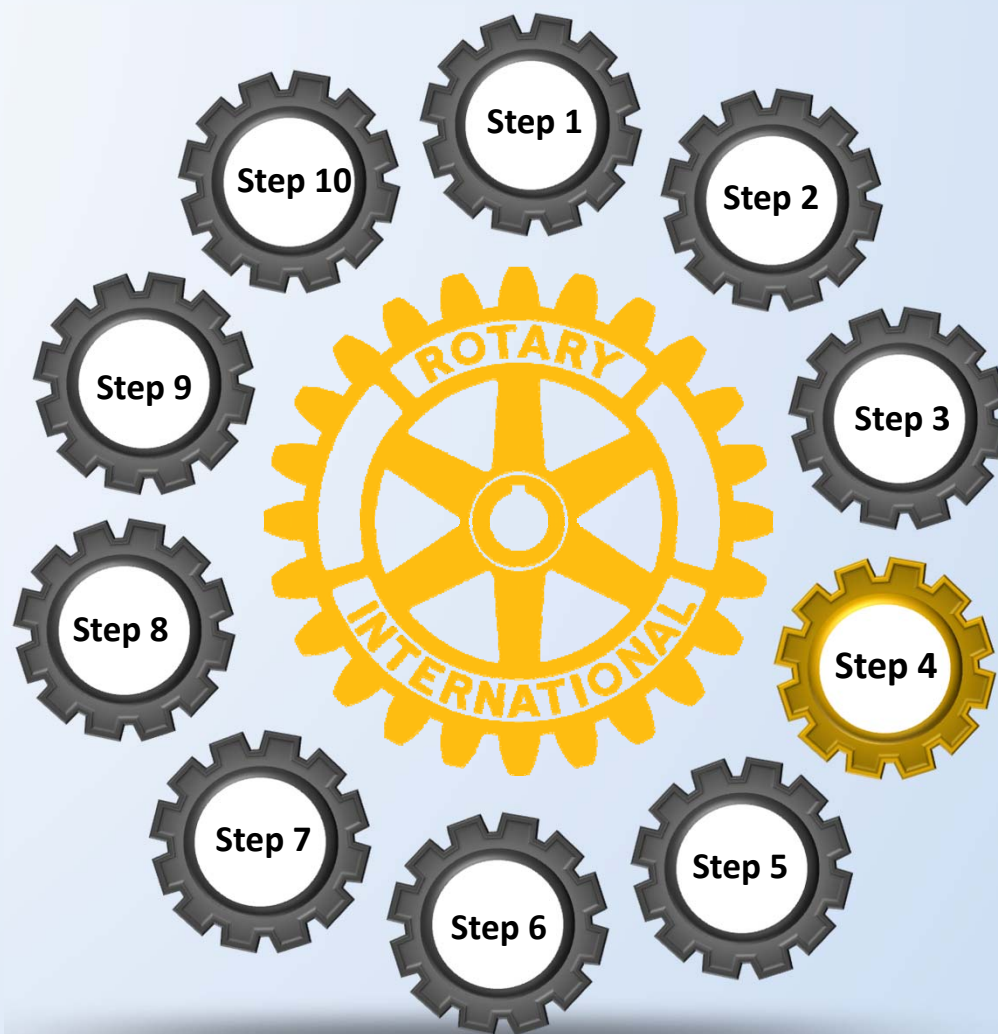
- The Associated Committee has responsibility to complete this step.

WHAT?

- All potential candidates must complete and submit the official District approved application form. (Refer to the PERSONAL APPLICATION FOR WORK WITH CHILDREN AND YOUTH.)
- Applications that are not complete or do not contain applicant permission to obtain Police Checks will be immediately rejected.
- Provide a list of all potential applicants to the DYPO for pre-approval prior to conducting interviews.

WHERE / WHEN?

- Applications may be received by mail, email or personal delivery by the due date indicated in the Recruitment step.



Recruitment & Screening Process - RI D5360

INTERVIEWS

WHO?

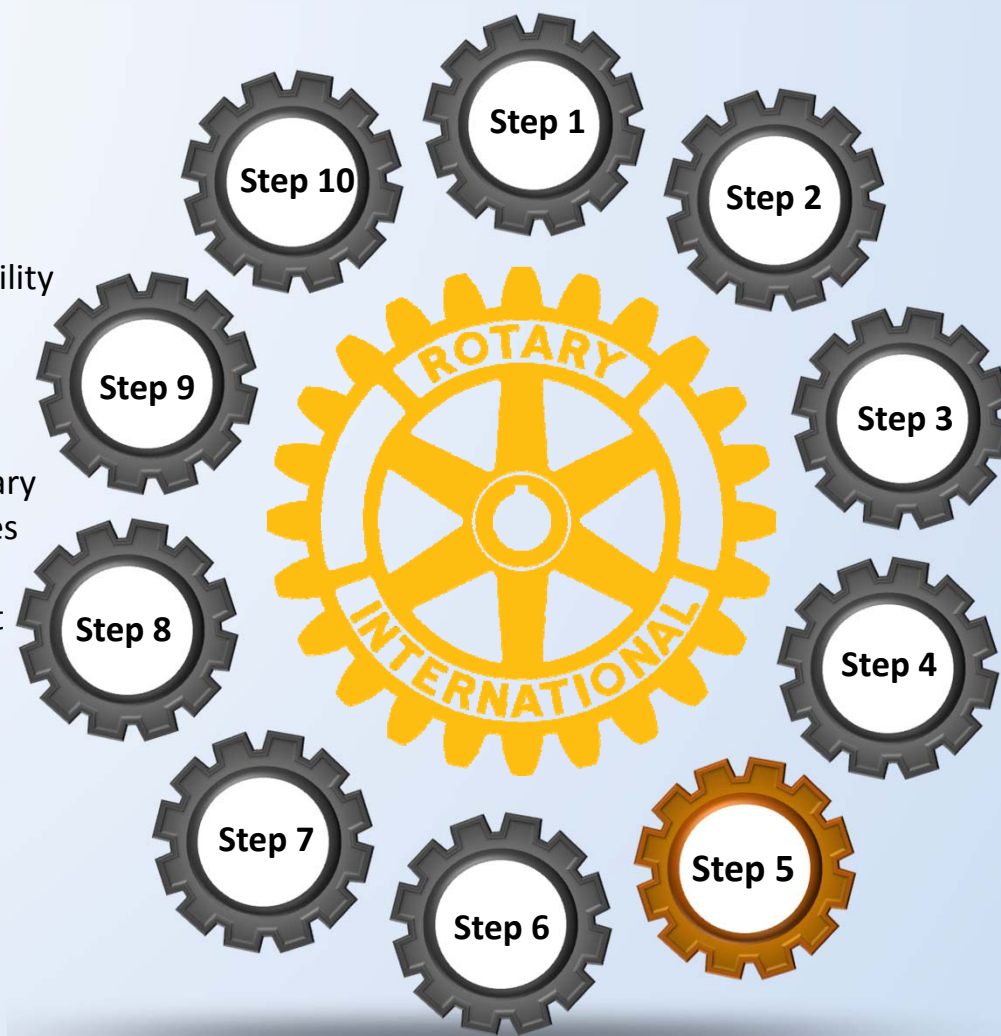
- The Associated Committee has responsibility to complete this step.

WHAT?

- Create a standard set of questions.
- Telephone call interviews may be necessary in order to create a short list of candidates pending number of applicants.
- Schedule in person interviews with (short list) candidates for all positions posted.
- Establish a comfortable environment.
- Explain the selection and screening process.
- Review the position or assignment based upon the written description.
- Document responses.

WHERE / WHEN?

- Determine a suitable location to host in person interview session.
- All interviews must be completed within 2 weeks from the application submission date.



Recruitment & Screening Process - RI D5360

REFERENCE CHECKS

WHO?

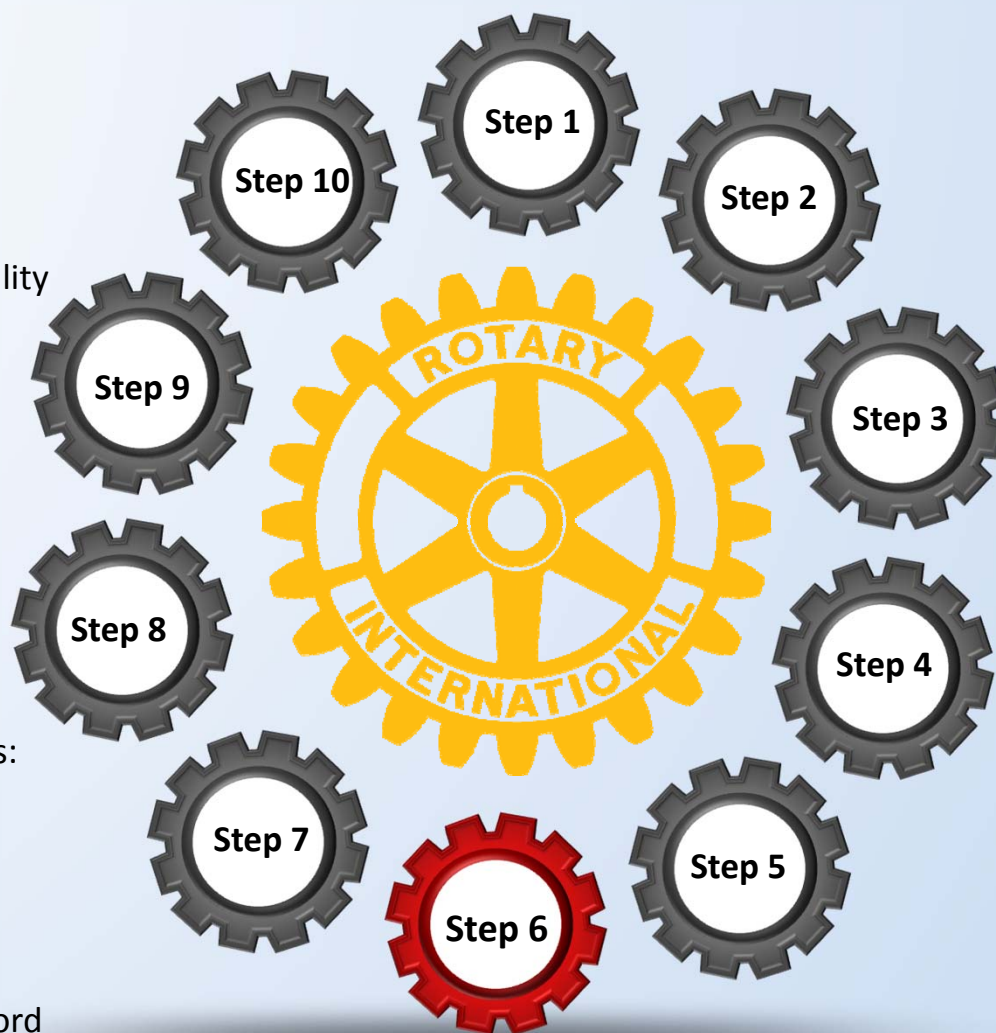
- The Associated Committee has responsibility to complete this step.

WHAT?

- Check references in accordance with :
 - Requirements of the position.
 - Relevant legislation such as human rights, protection of privacy and access to information.
 - Standing of professionals must be verified.
- When speaking with a min of 3 references:
 - Identify yourself and Rotary International and describe the position/assignment.
 - Define level of vulnerability.
 - Outline the required qualifications.
 - Ask open-ended questions and record responses.

WHERE / WHEN?

- Must be completed in parallel with Step 5.



Recruitment & Screening Process - RI D5360

POLICE RECORD CHECKS

WHO?

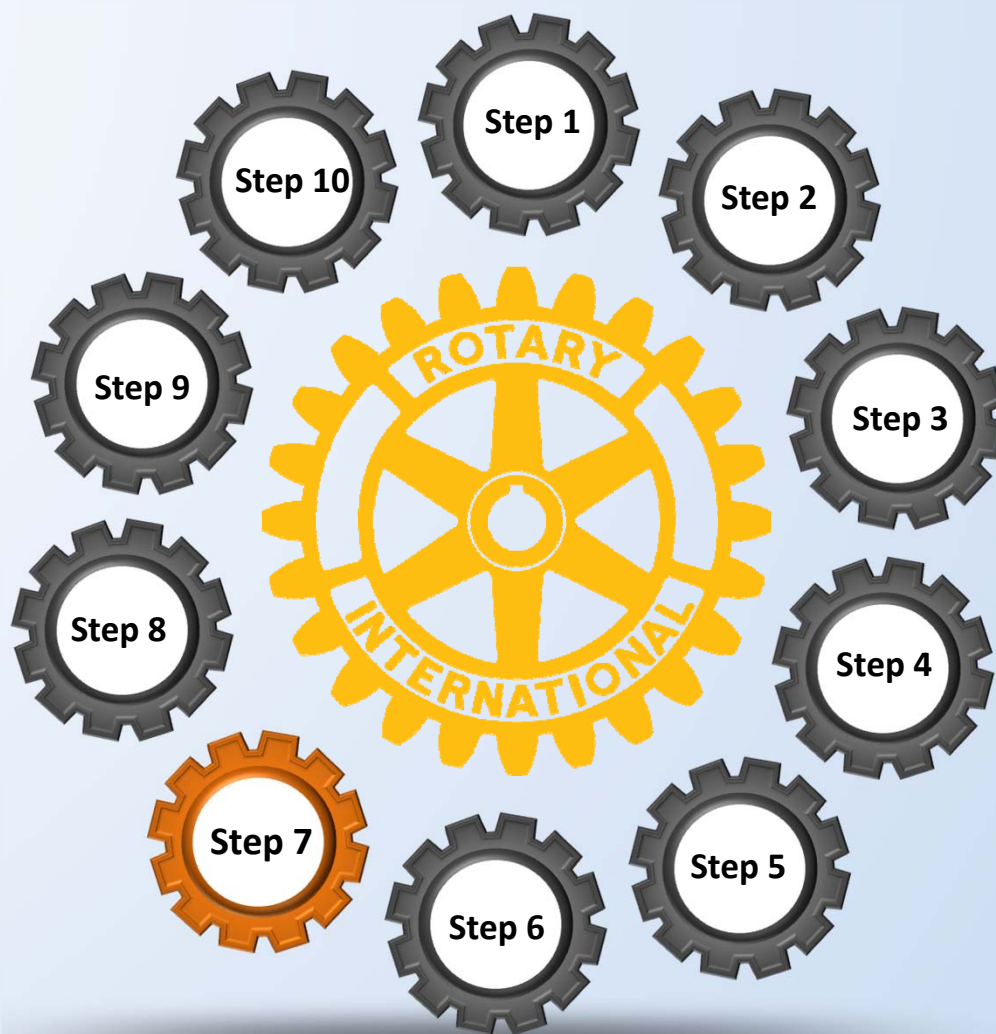
- The Associated Committee, the CYPO and the DA have responsibility to complete this step.

WHAT?

- Short-listed applicants may be subjected to one or more of the following checks:
 - Police Record Checks
 - Criminal Records Check
 - Police Information Checks
 - Vulnerable Sector Search
- Determine which checks, if any, are applicable for the position/assignment and advise candidates to obtain and supply original records.
- Records must be stored in a secure location.
- Records are valid for a period of 5 years.

WHERE / WHEN?

- Upon receipt, securely store all records with the District office.



Recruitment & Screening Process - RI D5360

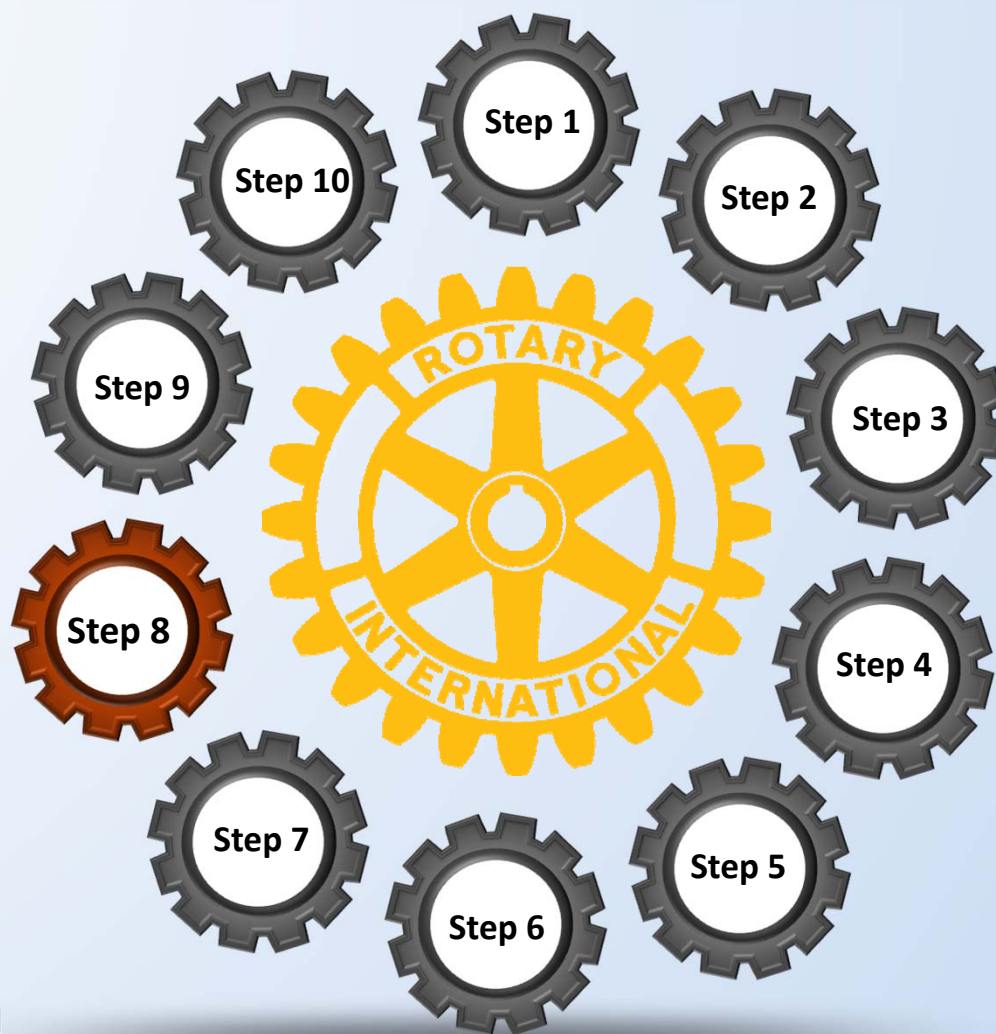
ORIENTATION & TRAINING

WHO?

- The CYPO (with support from the DYPO) has responsibility to complete this step.

WHAT?

- Coordinate and deliver mandatory orientation and training (O&T) sessions for all levels of D5360.
- O&T may be done in groups and/or on an individual basis in-person or online.
- Training must be completed prior to being placed in a position of trust.
- Orientation sessions will take ~2 hours to complete and will include:
 - RI history, mission and vision
 - Volunteer engagement approach
 - Policies & best practices
 - Key programs and services
 - A quiz at the end of the session will be graded and permanently stored in the respective participant's file.



Recruitment & Screening Process - RI D5360

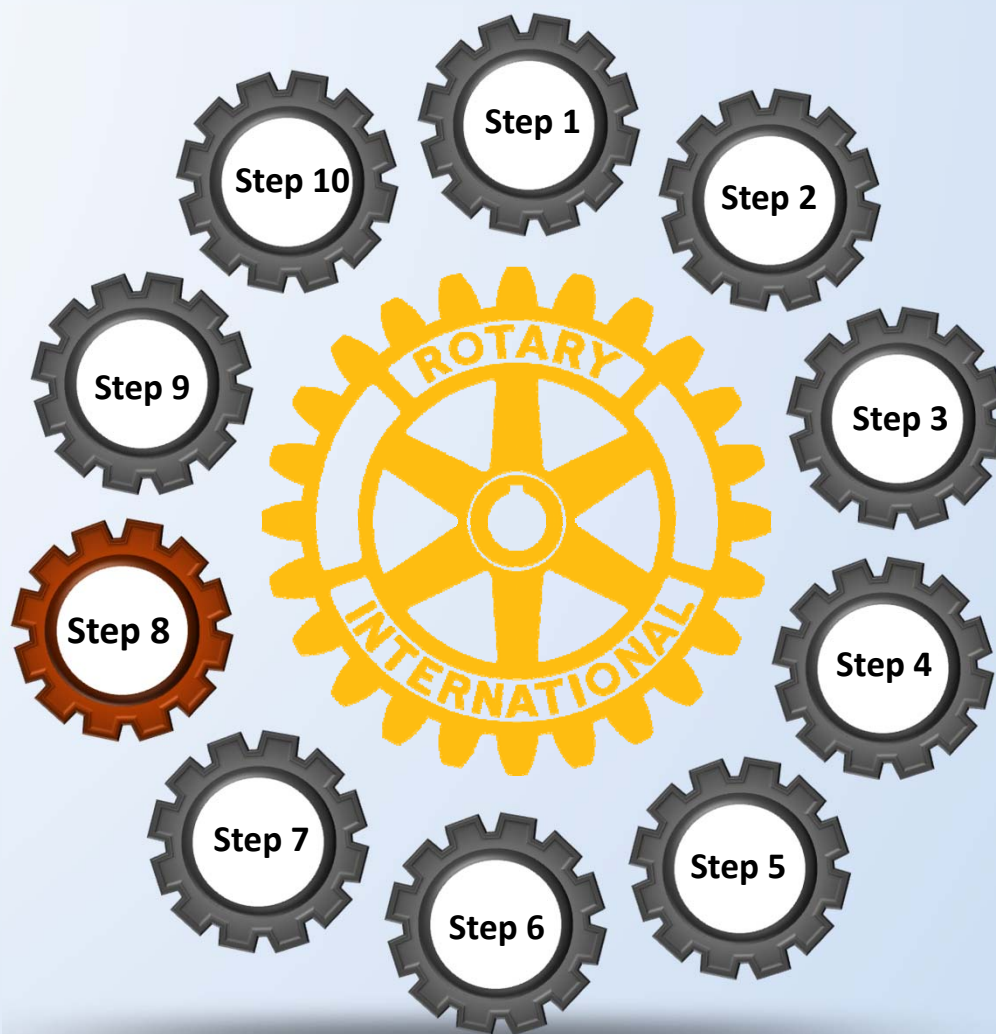
ORIENTATION & TRAINING

WHAT?- CONT'D

- Training sessions will take ~ 2.5 – 3 hours to complete and will include specific tasks, skills and logistics associated with the position / assignment.
- Refresher training (~ 1 hour) will be done on an annual basis.
- Online training is available.
- Updates / changes in training policy or procedures will be distributed to all.
- Successfully pass a quiz at the end of O&T sessions is mandatory.

WHERE / WHEN?

- O&T sessions will be held throughout the year to accommodate all active Clubs.
- Suitable venues must be reserved to conduct group sessions.
- Sessions may be conducted via webinar.



Recruitment & Screening Process - RI D5360

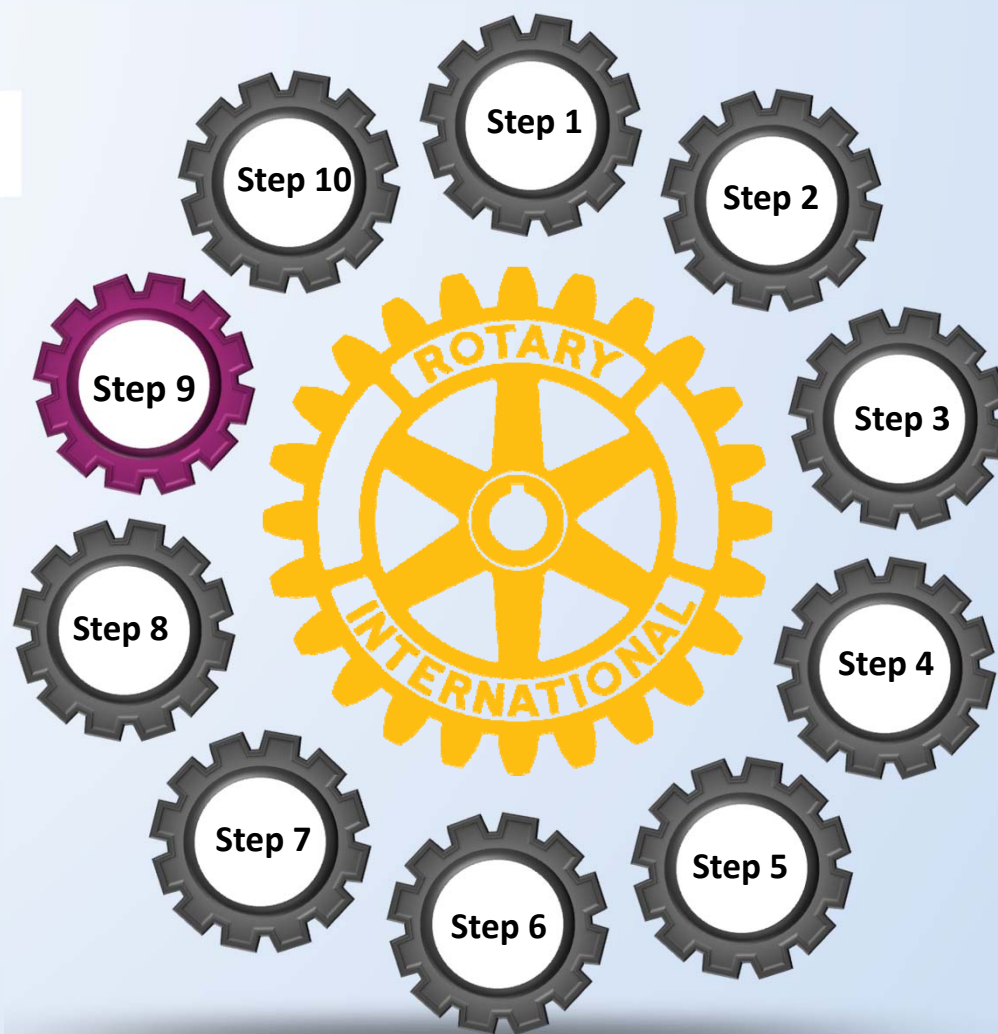
SUPERVISION & SUPPORT

WHO?

- The Committee Chairperson , CYPO and DYPO have responsibility to continually participate in and monitor this critical step.

WHAT?

- The CYPO is the main contact and youth protection's supervisor at the Club level.
- The DYPO is the main contact and youth protection supervisor at the District level.
- Protocol for regular two-way communication are to be established.
- The CYPO and the DYPO are to arrange for back-up coverage for times when problems arise or when vacation schedules / other reasons may conflict with ability to provide supervision and support.



Recruitment & Screening Process - RI D5360

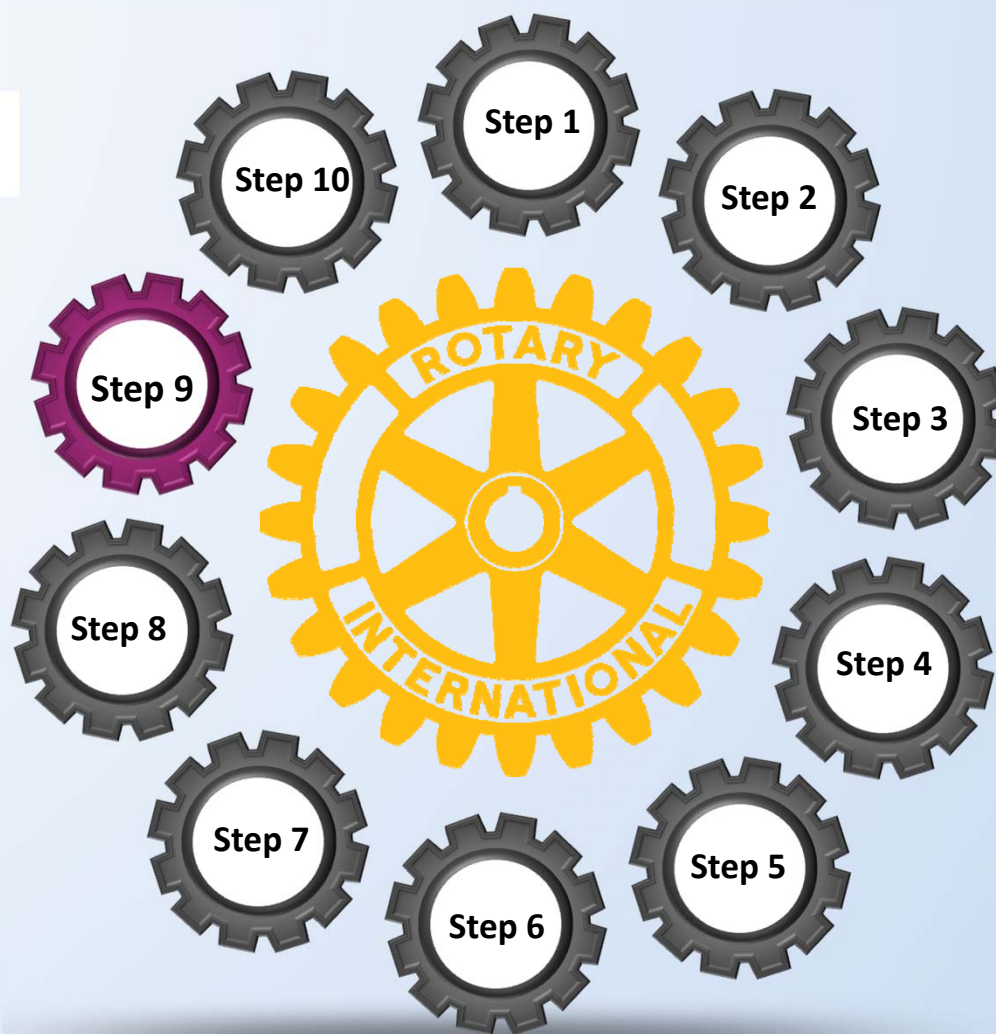
SUPERVISION & SUPPORT

WHAT? – Cont'd

- Carry out unscheduled spot-checks:
 - Have a formal evaluation session to provide and receive constructive feedback.
 - Acknowledge positive actions and performance when applicable.
 - Evaluate whether or not to continue the volunteer's assignment;
 - At any time, adapt, change, or remove a volunteer, if there are concerns about safety or misconduct (following D5360 policies and legal advice)

WHERE / WHEN?

- Scheduled and impromptu checks will be completed at the discretion of the CC, CYPO and the DYPO.



Recruitment & Screening Process - RI D5360

FOLLOW-UP & FEEDBACK

WHO?

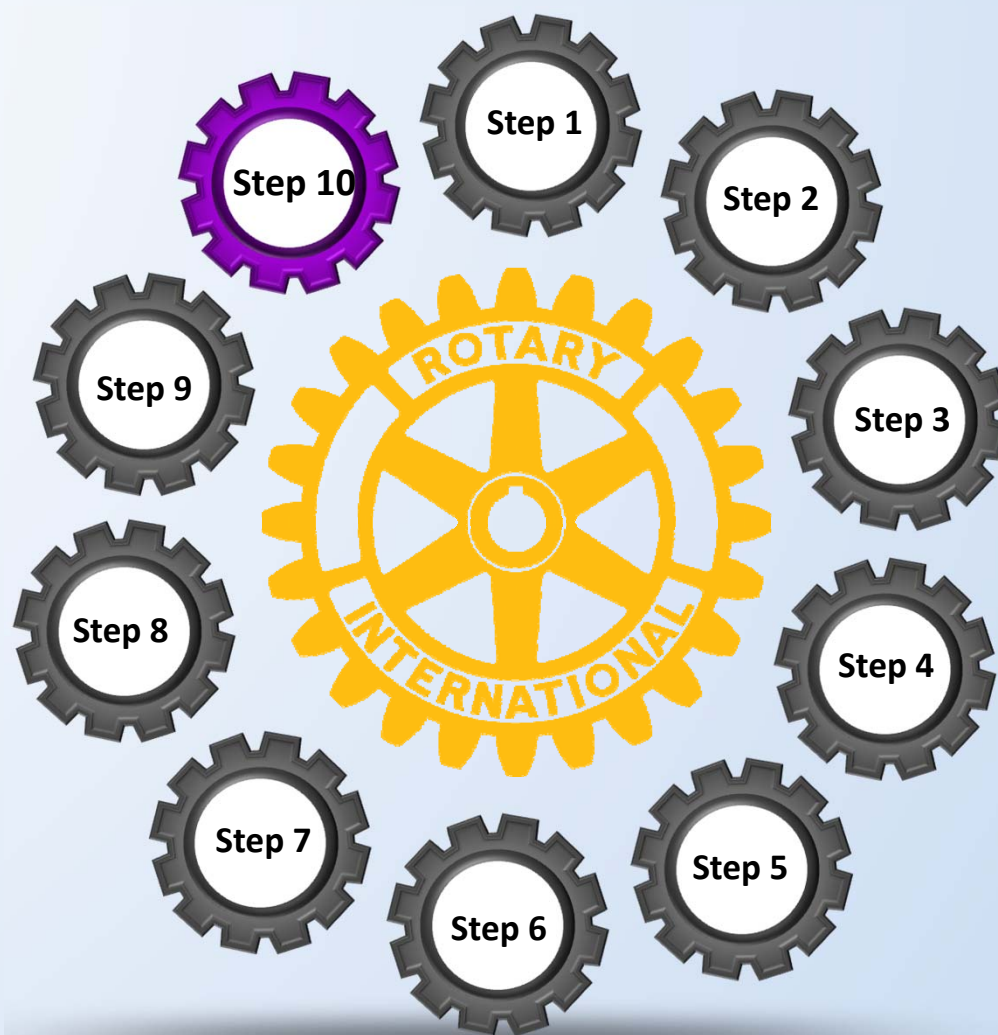
- The Associated Committee is responsible to complete this step.

WHAT?

- Establish a clear follow-up system with program participants and their family members. Include items such as:
 - Who to contact.
 - The quality of the programs and services.
 - Issues or concerns.
 - Incident reports as required.
 - Risks and liabilities exposure.
 - Schedule regular follow-up calls or visits with participant's family.
 - Document actions taken in response to issues or concerns.

WHERE / WHEN?

- Information on F&FB must be included in program literature.
- Report all incidents immediately.



Recruitment & Screening Process Summary

Step	Champion	Report Required	Committee Approval	Board Approval	Comments / Targets
Assessment	CC, AC, BoD	✓	✓	✓	6 months in advance.
Position Job Description	CC, AC		✓		6 months in advance and JD to be filed with DA.
Recruitment	CC, AC		✓		DA to assist with posting required CYPO communications.
Application	AC, BoD	✓	✓	✓	DYPO must review and approve potential candidate list.
Interview	CC, AC	✓	✓		Create questions and document responses
Reference Checks	AS	✓	✓		Record all responses.
Police Checks	CC, CYPO DA	✓	✓		Permanently store data securely with the District office.
Orientation & Training	DYPO, CYPO	✓			Permanently store all training records including quiz sheets.
Support & Supervision	DYPO, CYPO, CC		✓		Scheduling of impromptu checks, evaluations, manage change.
Follow-up & Feedback	AC	✓	✓		Incidents and all other feedback details must be sent to the CYPO and DYPO for review.

CC – Committee Chairperson, PL - Program Leader, AC - Associated Committee, BoD - Board of Directors,
DA – District Administrator, DYPO – District Youth Protection Officer, Club Youth Protection Officer

Recruitment & Screening Process Conclusion



Rotary International D5360 is responsible for any work done on our behalf by both paid employees and volunteers.



The duty of care is even greater when the work is with vulnerable sector people.



Screening is an ongoing 10-step process.



Police checks are one step in the process.



Screening goes beyond the selection process.



Screening promotes better matching, improved quality and safety of programs, and reduced risks and liability.



Screening practices need to be appropriate to the position or assignment.