

# Best Practices in Screening & Hiring

Abuse Prevention Series



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***Protecting Those Who  
Improve Your Community***

# Today's Agenda & Housekeeping Items

Best Practices for:

- Screening & Selection
- Applications
- Interviews
- Reference Checks
- Criminal Background Checks



# Introducing Today's Speakers



Jared Bishop, CPG

- Divisional Assistant Vice President of Specialty Human Services Risk Management
- Certified Praesidium Guardian



Chelsea Wood

- Senior Account Specialist
- Great American Specialty Human Services Division

# Polling Question

According to Praesidium, Inc.™, what is the percentage of “offenders” that have a criminal record?


## Possible Answers

- 5%
- 57%
- 43%
- 84%



# Organizational Culture

- Is the 1<sup>st</sup> line of defense.
- Is critical to success.
- Establishes environment.
- Is the responsibility of EVERYONE.
- Determines how serious abuse prevention is taken.

INSERT COMPANY LOGO	
	
<b>SAMPLE (Organization Name Here) Zero Tolerance Policy for Inappropriate Behaviors</b>	
<b>Contents</b>	
<p>(Insert Organization Name Here) is committed to providing a safe environment for all participants, staff and volunteers. Therefore, it shall be established that our organization will have <b>Zero Tolerance</b> of any and all inappropriate behaviors of any staff, volunteers and/or participants (Including Family and Family Friends) occurring both on our premises and off. (Insert Organization Name Here) will hold everyone's safety as top priority and will strive to maintain this priority by holding all staff, volunteers and participants accountable to this policy and the procedures established in the Abuse &amp; Neglect Prevention Plan. In addition, every allegation of inappropriate behavior will be handled in accordance with the established procedure for "Responding to Allegation" as found within the organizational written Abuse &amp; Neglect Prevention Plan.</p> <p>In accordance with local, state and federal laws, (Insert Organization Name Here) shall cooperate with all law enforcement officials, without delay, to the fullest extent possible when responding to any allegation of inappropriate behavior occurring both on our premises and off.</p> <p>We are 100% committed to the safety of everyone as a core value in support of our organizational mission and purpose. We recognize that we cannot fulfill our organizational mission without maintaining a safe environment and culture. Because of this, we will hold this core value as top priority in all operational areas/divisions of the organization.</p>	
<hr/>	
Signature of the CEO/President	

# Polling Question

According to Praesidium, Inc.™, what percentage of sexually abused children are molested by someone the child already knows?

## Possible Answers

- 11%
- 90%
- 60%
- 40%





Question

How do you spot an offender?





**It is just that  
important.**

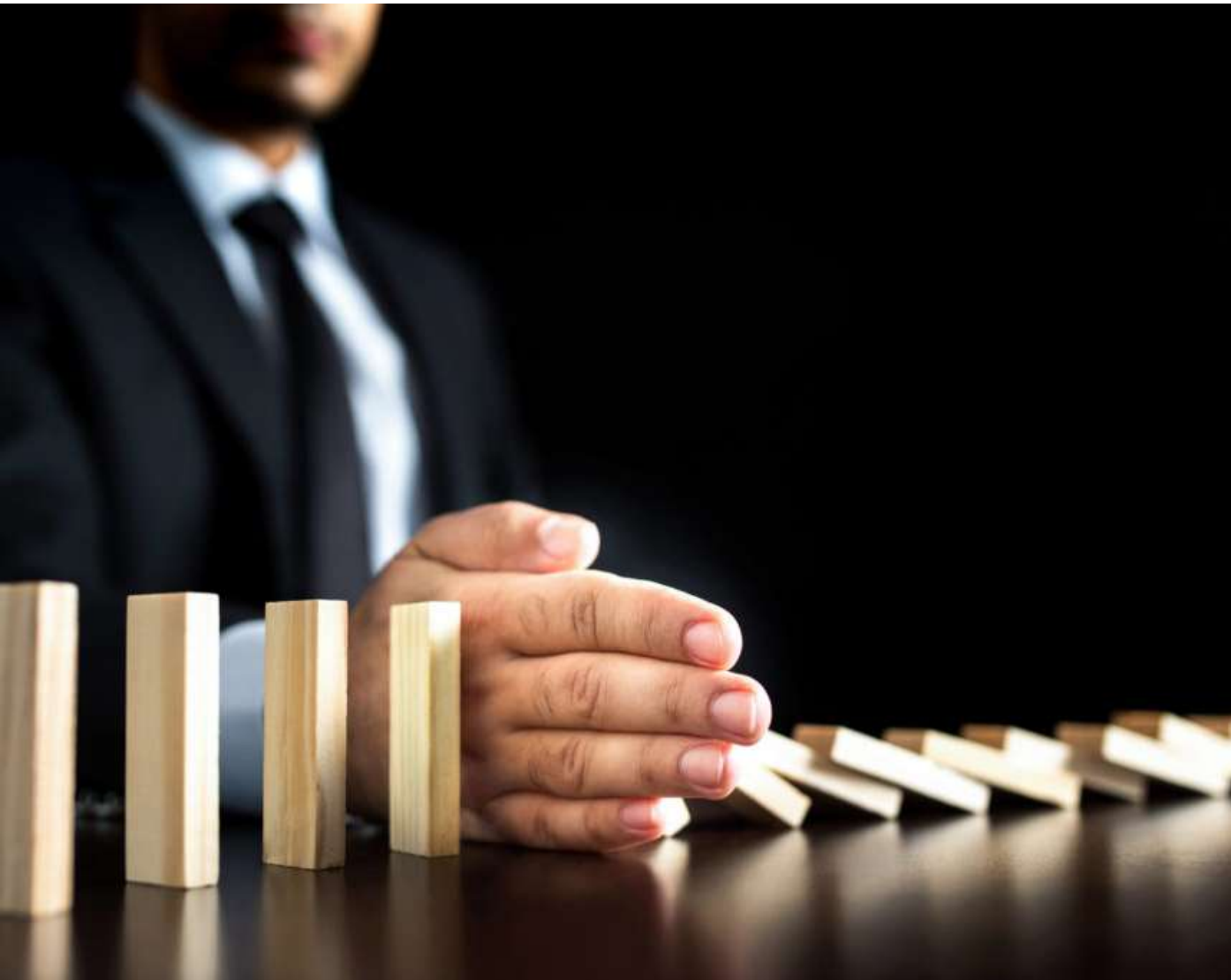
The unpleasant fact of hiring & onboarding....

*If your organization is not taking time to practice sound controls in your hiring & onboarding process, then you are making it easier for an offender to offend. **It is likely that the only thing preventing this is that they haven't discovered your open door.***

# Screening & Selection

- Consider your time valuable.
- Place responsibility on the applicant during the early stages of the screening process.
- Save time-and effort-intensive tasks for the later stages of the screening process.
- Screen for disqualifiers early in the process.
- Use the observation of others.
- Eliminate unfit applicants as soon as possible.
- Include interim decision points in the application process.





## Applications

- Decide who should be screened & how?
- Establish methods for efficient screening of applicants.
- Look for and communicate red flags on applications.

# Interviews

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- Set the right tone.
- Encourage applicants to self-select out.
- Use Behavior-Based Interview Questions.
- Look for and communicate red flags during the interview process.



## Reference Checks

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- Perform checks on both Professional and Personal references provided by the applicant.
- Review and elaborate upon your notes immediately after the call.
- Note areas of concern or questions to be clarified with other references and/or the applicant.
- Share information learned with other involved stakeholders in the screening process.





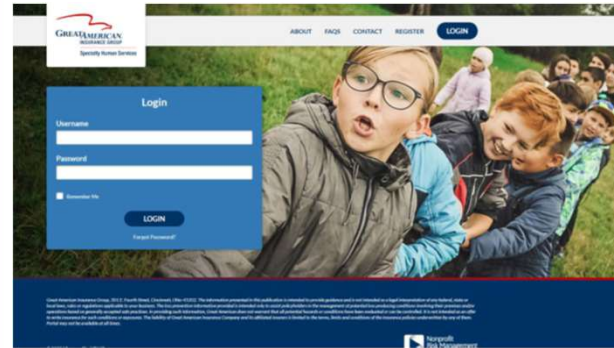


## Criminal Background Checks

*If most offenders do not  
have a criminal record,  
why do them?*

\*Stats sourced from Praesidium, Inc.

# Resources from Specialty Human Services



## SAMPLE Applicant Screening & Selection Evaluation

Position Title \_\_\_\_\_ Date \_\_\_\_\_  
 Name of Applicant \_\_\_\_\_  
 Date Application Submitted \_\_\_\_\_ Evaluation Completed By \_\_\_\_\_

### ☐ Application Reviewed

Red Flags  Noted on the Application Review (Assign 1 Point for Each Box Checked)

Check if Present	Red Flag	Points
<input type="checkbox"/>	Application has gaps in dates for employment, education of residence.	
<input type="checkbox"/>	Application includes conflicting or incorrect information.	
<input type="checkbox"/>	Application has omitted or incomplete information.	
<input type="checkbox"/>	The applicant has an unstable work history.	
<input type="checkbox"/>	The applicant provides vague reasons for leaving previous jobs.	
<input type="checkbox"/>	The applicant is unwilling to use former supervisors as references.	
<input type="checkbox"/>	The applicant is overeducated or overqualified for this or other positions with children.	
<input type="checkbox"/>	The applicant is moving to a lesser-paying job.	
<input type="checkbox"/>	The applicant shows a pattern of work and volunteer positions with the same type of children.	
<input type="checkbox"/>	The work pattern shows patterns of problems with authority.	
<input type="checkbox"/>	The applicant found out about the position just by "dropping in" on the program.	
<input type="checkbox"/>	The applicant describes children as helpless, vulnerable or perfect.	
<input type="checkbox"/>	Other	
Subtotal		0

Comments/Notes

**great academy**<sup>SM</sup>  
online learning

**IntelliCorp**  
a Cive company

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**GREAT AMERICAN**  
INSURANCE GROUP  
Specialty Human Services

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PRAESIDIUM  
CERTIFIED

## Next Webinar



*Preventing Abuse through Effective  
Monitoring & Supervision*

**Q1 - 2021**



## Q & A Session





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THANK YOU!