

Policy and Procedure Employee New Hire

The interview of a potential new hire is typically conducted by the Director, simultaneously accompanied by the Principal and Department Heads, and begins with a review of the applicant's previously-submitted resume. All potential new hires are then interviewed using the "Interview Questions" document. When we are hiring, we interview searching, not for the most qualified, although that is great as well, but we hire for New Gen staff for a New Gen heart. As such, relevant work experience may be substituted in place of advanced education.

The new hire will begin their employment contingent upon a cleared reference check as well as a cleared background screening. The background screening is scheduled by the Office Manager; Results are reviewed by the Director and/or Principal. Reference checks are typically conducted by the Director and/or Principal, although Department Heads may also perform this task, if need be.

The new hire will then begin their New Gen training, as outlined in the "Staff Training Policy and Procedure" document and begin their employment with New Generation Christian School.