

SRCC New Employee Timeline

1. Job Posting
 - Internal for 1 week via email to all PM's – instruction to go to all staff, staff on leave or away and all substitute educators.
 - External – via Westcoast job posting board and other networks.
 - All applicants reviewed in jobs@richmondchildcare.org and those with potential emailed the application form to complete.
 - From completed applications select candidates to Interview.
2. Job Interview
 - Interviews take place at Centre where there is an opening - with the PM of the centre, Program Director and Executive Director.
 - 30 minutes per interview allocated. Brief tour of facility follows with the PM.
 - Standard set of questions asked in rotation by those in the interview. ED gives compensation overview. PM takes notes.
 - All candidates given a \$10 Starbucks card and a note thanking them for their time.
 - SRCC Interview team makes decision on hire
 - PM does reference checks
 - Working interview can be offered – one shift paid – if needed.
3. Job Offer
 - The candidate receives an offer letter and job description from the ED and returns their signed offer to the HR/Admin Director
 - PM contacts candidate to set up visit or give information on first shift.
4. Prior to Start
 - Candidate receives
 - i. offer and signs and returns it
 - ii. job description
 - iii. dress code
 - iv. Vision and values
 - v. Schedule of shifts
5. Day 1
 - PM greets and welcomes new employee and introduces them to new team and assists in settling in.
 - Employee receives welcome package which includes
 - i. Letter from ED
 - ii. Org chart
 - iii. Welcome note and Starbucks card from PM
 - iv. Neighbourhood info
 - v. Family Handbook
6. Day 2 – 5
 - PM checks in daily.
 - PM takes new employee for coffee or lunch on Day 3 or 4
 - On Day 3 employee receives

i. Policies and Procedures

7. Week 2

- Employee meets with Program Director for Curriculum Overview
- Employee receives Curriculum start up package
- PM Checks in twice

8. Weeks 3 – 12

- PM checks in weekly

9. Week 12 – Mid-Probation Review

- PM uses Mid-Probation tool to meet with Employee and completes form and forwards to HR Admin Director for review

10. Week 20

- PM communicates with HR Admin Director / ED on the status of probation period

11. Week 24 – Probation Review