



## Screening Checklist

Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_

### Applications

- Standard application submitted.
- Application reviewed for 100% completion.
- Application reviewed for High-Risk indicators.

### Background Checks

- Applicant informed that background checks will be conducted.
- Appropriate paperwork utilized to obtain written consent for background check from applicant where check done through third-party provider.
- Criminal background check completed.
- Driver's license check completed (where appropriate).

### Interviews

- Applicant interviewed.
- Standard interview questions used.
- Interview responses documented.
- High risk responses from the application addressed in the interview.
- Interpretive guide used to evaluate applicant responses.

### References

- Required number of references contacted.
- Reference forms completed for each reference.
- Reference information reviewed for High Risk indicators.
- Interpretive guide used to evaluate reference information.

### Final Evaluation

- Screening processes fully completed.
- Essential Skills Evaluation completed.
- Risk Evaluation completed.
- Information reviewed by at least two people.
- Applicant informed of the decision.
- Screening documentation properly filed.

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date