

PERSONNEL POLICY MANUAL (part 1)

Look at samples of Personnel Policies from other programs and on line. Think about what you want your employees to understand about their jobs and center/school policies. Descriptions in each section should be clear and brief, yet cover the important information. Write the following sections of your manual:

- Introduction (Name and describe your business – real or pretend)
- Job application process and design an application form
- Criminal background check
- Employee orientation process and design a form to document the orientation.
- Employee work schedules

Item	0	½ Credit	Full Credit	Score
Name & describe your business (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Business name is stated with a complete description of the business.	
Job application process (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete description of how a potential employee would apply for a position at your center. Includes all steps in the application process.	
Job application form (1 point)	Missing or work is of poor quality.	Form is incomplete or lacking pertinent information or organization.	Form is organized, easy to read, and complete. All pertinent information is requested.	
Criminal background check (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Criminal background check process/requirements are fully explained.	
Employee orientation process (1 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description.	Complete, organized description of the employee orientation process.	
Employee orientation documentation form (1 point)	Missing or work is of poor quality.	Form is incomplete or lacking pertinent information or organization.	Form is organized, easy to read, and complete. All pertinent information is included.	
Work schedules (1 point)	Missing or work is of poor quality.	Schedule is incomplete or shows only partial coverage.	Schedule shows full coverage for all rooms during hours of operation.	

SCORE

17