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| Section: Personnel          |                         |
| Policy: Screening Practices |                         |
| Policy#: 2.5                | Revision Date: 06/27/13 |

## SCREENING PRACTICES

### POLICY

All Leaders and volunteers whose positions put them in contact with our client group (children and youth, seniors, adults with disabilities, fitness clients) are subject to a variety of screening processes prior to being placed in their positions. At minimum, screening will entail written application forms (resumes); criminal background checks, two reference checks, qualification and education verification and personal interviews.

### REASON FOR POLICY

To obtain information about the history of individuals who are applying for Leaders and volunteer positions that could place them in direct or in-direct contact with our client group(s).  
The information collected through screening process is crucial in deciding whether or not candidates will be a positive influence on our client groups and are suitable candidates to fulfil the responsibilities of the position.

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## GUIDELINES

### 1. Process

The Boys and Girls Club has a consistent and mandatory screening process for all Leaders and volunteer candidates. At minimum this includes:

- < job application (resume)
- < a criminal background check
- < personal interview and two reference checks
- < qualifications and education verification
- < probationary review

### 2. Documentation

Document the results of the screening process and place them in candidates personnel file.