



## "WOMEN'S CENTER UŽICE" CHECKLIST FOR RECRUITMENT AND SELECTION OF STAFF

1. When creating a job description, analyze the role and think about child safety issues and the potential risks associated with that particular job:

- a) What kind of contact with children does the job involve?
- b) Does an employee have access to the children without supervision, or will they have a position of trust in relation to the children?
- c) What other types of contact can a person have with children (e.g. via e-mail, telephone, letters, Internet)?

2. Create a clear job description, task description, role summary for all positions, including one's engagement in short-term and consulting positions.

3. Make sure that the selection criteria include the necessary and relevant experience if the position requires direct work with children.

4. Make sure that a commitment to child safety and protection is included in the detailed job description for any job that potential male/female candidates are looking for.

5. Create application forms that include a person's consent to receive information about prior criminal prosecutions or current investigations and disciplinary processes.

6. Ask for documentation confirming the person's identity, as well as proof of relevant qualifications.

7. Make sure that you have planned the interview process well and that you have ensured that the interviewers have relevant experience and knowledge related to child safety and protection measures.

8. In the interview, include some specific questions with which you will examine the attitudes and values of the interviewees about child protection. Can they give an example of their actions when they protected a child, what did they learn from this situation, what impact did it have on their current practice?

9. Check up to three candidate references, including those from previous employers or others who have knowledge of the candidate's experience and suitability to work with children.

10. Check the identity of the referenced persons.



11. Conduct a background check of a person as thoroughly as possible.

12. Consider setting up a probationary period to ensure that the candidate is suitable for the position.