

SD Hiring Checklist

(Direct Employment Model)

Task	Person Responsible	Date Completed
Choose an FMS	Employer with assistance from	
Send Referral to FMS	Supports Coordinator/ Case Manager	
Budget developed	Employer with assistance from	
Develop job description	Employer with assistance from	
Develop interview questions	Employer with assistance from	
Advertise for new employees	Employer with assistance from	
Connect with FMS for: • Generic job applications • Releases for background checks • Releases for driving history, if desired	Employer and FMS	
Decide where the employee forms will be held (Not at CMHSP)	Employer and FMS	
Decide who will help conduct the interview, if needed	Employer with assistance from	
Schedule and complete interview with potential employees	Employer with assistance from	



Potential employees complete and sign: Employer with assistance from Application FMS Background and Driving checks completed FMS Task Person Responsible Review Background & Driving checks completed FMS & Employer with assistance from Choose who to hire and offer them job Employer with assistance from Select Start Date and Notify Employee Employer with assistance from Develop Schedule & back-up plan in where documentation will be kept • Medicatio Required • Optional trainings requested by employee is not able to work Employer with assistance from Employee completes required version and documentation Employer with assistance from Develop Schedule & back-up plan in where documentation will be kept • Medicatio Required • Optional trainings requested by employee Employer with assistance from Employee completes required version and documentation Employer with assistance from Training and documentation gigned. Training accumentation will signed. Training accumentation will be kept Training on the iPOS Will teach employer and/or designee how to train others about the iPOS Document training on iPOS Employer and employee How often Timesheets will be turned in: Employer and employee How often	Task	Person Responsible	Date Completed
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