



## Hiring Process Policy

### **Policy Statement:**

Prestige Home Care Agency is committed to employing highly qualified and dedicated individuals to deliver exceptional care to our clients. Our hiring process is designed to ensure thorough evaluation, compliance with legal requirements, and alignment with our organization's values. We prioritize transparency and fairness throughout the recruitment process.

### **Hiring Process Phases:**

#### **Phase 1: Initial Application**

##### *Personal Information:*

Gather basic personal details from applicants.

##### *Vehicle Information (For Drivers only):*

Collect relevant information for individuals applying for driving positions.

##### *Availability for Interview:*

Assess candidate availability for scheduling interviews.

##### *Job-related Skills:*

Evaluate the skills and qualifications pertinent to the job role.

##### *Education:*

Verify educational background and relevant qualifications.

##### *Employment History:*

Review the applicant's work history.

##### *Professional Reference:*

Contact provided professional references for insights.

##### *Resume and Cover Letter (Optional):*

Allow applicants to submit additional information voluntarily.

#### **Phase 2: After Consideration**



*Face to Face Interview:*

Conduct in-person interviews to further assess suitability.

*Driver License/Photo ID (Scanned Image):*

Obtain scanned copies of the driver's license or photo ID.

*Social Security Card (Scanned Image):*

Collect scanned copies of Social Security Cards for verification.

*Background Check:*

Conduct a comprehensive background check.

*FBI Fingerprint (Most Recent):*

Request the submission of the most recent FBI fingerprint records.

*Child Abuse Clearance:*

Verify clearance related to child abuse history.

*PATCH (Pennsylvania Access to Criminal History):*

Obtain clearance from Pennsylvania's criminal history database.

*2 Steps TB Test (MedEx):*

Ensure completion of a two-step Tuberculosis test through MedEx.

*Void Check (Bank Information for Direct Deposit):*

Collect bank details for direct deposit purposes.

*Form for Tax Purpose:*

Require completion of tax-related forms as necessary.

**Phase 3: Final Round**

*Employee Orientation/Training:*

Facilitate orientation and essential training sessions.



*Employee Badge/ID:*

Issue identification badges for employees.

*Employee Handbook:*

Provide a copy of the Employee Handbook for reference.

By adhering to these phases, Prestige Home Care Agency ensures a comprehensive and fair hiring process, fostering the selection of qualified individuals who embody our commitment to excellence in home care services.

Sincerely,

A handwritten signature in black ink, appearing to read "Dambar Kafley", written over a horizontal line.

Dambar Kafley, President/CEO  
Prestige Home Care Agency LLC.

Date: 04/01/2022  
Revision: 01/01/2023