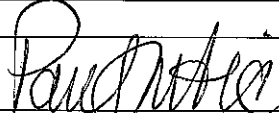


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential
Standard Title	Gathering the Input of Individuals in the Hiring of Direct Support Professionals (DSPs)
Regulations	
Original Issue Date	05/12/2015
Latest Revision Date	05/11/2023
Number of Pages	2
Attachments	
Approved by: Paula Jubic, Executive Director	

Standard:

People supported residentially will be regularly and routinely afforded an opportunity to interview candidates for positions, especially DSP positions in the residential program.

Procedure:

1. The Program Manager or Site Supervisor will be responsible to periodically work with individuals as they are able in each house to help them prepare interview questions for candidates for employment in the residential program.
2. Candidates for positions in the residential program will be initially screened by the Human Resources Department.
3. Initial interviews of these candidates will be conducted by a representative of the residential program administration.
4. Interviews of candidates will consist of a visit to the residence where they may be working. All individuals residing in the residence will be provided the opportunity to meet and interact with the candidate. During this visit, a representative group of the residents will be asked to interview the candidate.
5. Following the interview, the program manager or site supervisor will solicit feedback from the individuals regarding their opinion of the potential candidate. For those individuals who don't use words to communicate, house staff will be utilized to try to interpret the individual's opinion of a candidate.
6. After feedback has been received from the individual(s) supported, the program manager or site supervisor will send the notes from interview, which includes the feedback from the individual(s) supported, to the Human Resources Department.

Standard: *Gathering the Input of Individuals in the Hiring of Direct Support Professionals (DSPs), 2015.05.12.*

7. While the final hiring decision will be made by the administration of the residential program in collaboration with Human Resources, the feedback of the individuals will be considered in the hiring decision.