Credential AREA: Illinois Director Credential (Level I)
TOPIC: Human Resources Development Assessment
Human Resources Policy & Practices Manual

I. Assessment Competency & Standard Alignment

Gateways Competencies Assessed
HRD1: Develop written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards

Suggested Competency Cross-Alignments (with a few edits to this assessment task, this additional competency could also be assessed with this task)
LFM1: Develop policies and procedures and implement best practices in alignment with federal, state, and local mandates

II. Assessment Task Description/ Directions

Overview: In this assessment, you will...

Option 1 (for those wanting to become leaders in the field)	Option 2 (for those who are already leaders in the field at a licensed site)
- Develop a personnel policy and practice manual for the hiring, onboarding, and mentoring of new staff for your hypothetical or target program/school/center - Your policy and practice manual will also include strategies your program will use to support optimal staff performance and engagement, as	- Review and revise the personnel policy and practice manual for hiring, onboarding, and mentoring of new staff of your program/school/center - Your policy and practice manual should also include strategies your program will use to support optimal staff performance and engagement, as well as how professional staff interactions will be ensured

| well as how professional staff interactions will be ensured | |

Specific Steps for Option 1

Manual Development

- Develop a personnel policy and practice manual for your hypothetical or target program/school/center. Details should include:

  o Plans for staff:
    - A description of interviewing and hiring practices
    - An orientation plan for new staff, inclusive of onboarding and overall developmental practices
    - A staff development plan that includes
      - professional learning experiences
      - opportunities based on the developmental needs of each individual staff member
      - opportunities for individualization
      - job-embedded professional development
      - reflective supervision
    - A staff development implementation plan that includes
      - A description of training strategies that are responsive to adult development and learning style
      - An overview of processes pertaining to staff meetings and performance appraisals
      - Policies regarding confidentiality
    - Staffing plans and expectations that include
      - A description of staffing plans and planning time
      - Program staffing patterns, including a description of how these patterns are informed by accreditation standards and program policy

  o A collaborative expectations statement regarding collaborative expectations and how policies and practices are reflective of the current evidence base

  o Plans for how and when policies will be reviewed and revised and who would be included in the process

Technology Option for both options:
- Website options
- Interactive options
- Video/audio options

Specific Steps for Option 2

- Review, describe, and revise (if needed) your program's current personnel policy and practice manual. Including suggestions for additions or changes, details should include:

    - Plans for staff:
        - Interviewing and hiring practices
        - Current and/or improved orientation plans for new staff, inclusive of onboarding and overall developmental practices
        - Current and/or improved staff development procedures, including-
            - professional learning experiences
            - opportunities based on the developmental needs of each individual staff member
            - opportunities for individualization
            - job-embedded professional development
            - reflective practice
        - Current and/or improved implementation plans related to:
            - Training strategies that are responsive to adult development and learning style
            - Processes pertaining to staff meetings and performance appraisals
            - Policies regarding confidentiality
        - Current and/or improved staffing plans and expectations that include:
            - Staffing plans and planning time
            - Program staffing patterns, including a description of how these patterns are informed by accreditation standards and program policy

    - A collaborative expectations statement regarding collaborative expectations and how policies and practices are reflective of the current evidence base

    - Plans for how and when policies will be reviewed and revised and who would be included in the process

III. Assessment Rubric

<table>
<tr><th colspan="6">IDC Human Resources Development Master Rubric</th></tr>
<tr><th>Competency</th><th>Distinguished</th><th>Competent</th><th>Developing</th><th>Unacceptable</th><th>Unable to Assess</th></tr>
<tr>
<td>HRD1: Develop written policies and procedures and implement best practice for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards.</td>
<td>Creates and logistically sustains written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards</td>
<td>Creates written policies and procedures and implement best practices for hiring and mentoring new staff in accordance with legal mandates</td>
<td>Creates some written policies and procedures for hiring, onboarding, and mentoring new staff</td>
<td>Neglects written policies and procedures for hiring, onboarding, and mentoring new staff, ignores legal mandates and professional standards</td>
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IV. Data Collection & Analysis Tool

<table>
<tr><th colspan="2">Competency & Standards Alignment</th><th colspan="5">Cumulative Assessment Data</th></tr>
<tr><th colspan="2">Competency</th><th>Distinguished</th><th>Proficient</th><th>Needs Improvement</th><th>Unsatisfactory</th><th>Unable to Assess</th></tr>
<tr><td colspan="2">HRD1: Develop written policies and procedures and implement best practices for hiring, onboarding, and mentoring new staff in accordance with legal mandates and professional standards</td><td></td><td></td><td></td><td></td><td></td></tr>
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