

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)
<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● 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

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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:
 - 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
 - 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

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

IDC Human Resources Development Master Rubric					
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
HRD1: Develop and implement written policies in accordance with best practice for hiring, onboarding, and mentoring staff in accordance with legal mandates and professional standards.	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	Creates written policies and procedures and implement best practices for hiring and mentoring new staff in accordance with legal mandates	Creates some written policies and procedures for hiring, onboarding, and mentoring new staff	Neglects written policies and procedures for hiring, onboarding, and mentoring new staff, ignores legal mandates and professional standards	

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IV. Data Collection & Analysis Tool

Competency & Standards Alignment	Cumulative Assessment Data				
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
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					