

Sample Hiring Checklist

- Lawful recruitment and advertising
- A well written, up-to-date employment application
- Lawful and incisive interview by trained managers and supervisors
- Reference Checks, with authorization
- Background checks, with authorization
- Post offer, pre-employment medical exams
- Drug and alcohol testing
- A well-written, up-to-date employee handbook
- A well-written, up-to-date at-will employment contract
- Safety training before an employee begins work.

Sample Termination and Discipline Checklist

- Is the church considering disciplinary action for a “job-related” reason?
- Have the church representatives acted fairly and professionally?
- Has the church followed all its own policies and procedures?
- Has the church followed the terms of an employee handbook?
- Has the church followed the terms of a an employment contract?
- Has the church followed its own “past practices”?
- Has the church treated “like cases alike”?
- Has the church engaged in a thorough investigation, i.e.: spoken to all witness or other parties?
- Has the church carefully considered what, if any, discipline is appropriate?
- Has the decision regarding discipline been reviewed by senior staff?
- Has the decision been properly communicated to the employee?
- Has the decision been properly documented?