

Illinois Director Credential (IDC) Human Resources Development Assessment (Level I)

IDC Competencies	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. HRD2: Evaluate, select, and implement best practices for developing, orienting, supporting, and documenting an active and engaged governing/advisory board.
-------------------------	--

Assessment Guidelines

For this Assessment, you will develop a policy and practice manual for the hiring of new staff, as well as the onboarding and mentoring of new staff and board members. Your policy and practice manual will also include strategies your program will use to support optimal staff performance and engagement, as well as how professional staff interactions will be ensured.

Required components of your Personnel Policy and Practice Manual include the following:

Staff

Interviewing, Hiring, and Onboarding

- A description of interviewing and hiring practices
- An orientation plan for new staff, inclusive of onboarding and overall developmental practices
- A staff development plan, inclusive of professional learning experiences, opportunities based on the developmental needs of each individual staff member, opportunities for individualization, job embedded professional development, and reflective supervision

Include in your manual a statement regarding collaborative expectations and how policies and practices are reflective of the current evidence base.

IDC Human Resources Development Master Rubric

Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
<p>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.</p>	<p>Written policies developed provide extensive support via the evidence-based and promote staff development opportunities based on individual staff needs.</p>	<p>Holistic, evidence-based policies and processes for interviewing and hiring staff are developed and or implemented.</p> <p>An evidence-based phased orientation plan for new staff inclusive of onboarding and development of program knowledge is developed and/or implemented.</p> <p>An evidence-based plan for ongoing staff development inclusive of developmental professional learning experiences and opportunities for mentoring is developed and/or implemented.</p>	<p>Policies and processes for interviewing and hiring staff are developed and/or implemented.</p> <p>A phased orientation plan for new staff inclusive of onboarding and development of program knowledge is developed and/or implemented.</p> <p>A plan for ongoing staff development inclusive of developmental professional learning experiences and opportunities for mentoring is developed and/or implemented.</p>	<p>Policies and processes for interviewing and hiring staff are incomplete, inappropriate, or absent.</p> <p>An orientation plan for new staff inclusive of onboarding and development of program knowledge is incomplete, inappropriate, or absent.</p> <p>A plan for ongoing staff development inclusive of developmental professional learning experiences and opportunities for mentoring is incomplete, inappropriate, or absent.</p>	

Level I—Beige