



## Overview of Hiring Process

*Great Circle's hiring process follows the general guidelines listed below.*

*NOTE: some positions require additional steps prior to employment.*

*Applicants are encouraged to contact Great Circle's Human Resources department with questions regarding the hiring process for a specific position.*

**Eligibility:** Applications are reviewed for minimum education and experience required for the position desired. Applicants who meet these criteria may be contacted for an interview.

**Interviews:** Depending on the position, interviews may be conducted one-on-one or by a staff panel. In some cases, more than one candidate may be interviewed at the same time by the staff panel.

- Some positions may require multiple levels of interviews.
- Some direct care positions require an unpaid, three-hour job shadowing session prior to offer of employment. Great Circle's HR department can provide additional information as needed.

**Background checks:** Because of the nature of our work and to ensure client safety, Great Circle conducts a comprehensive screening of each candidate prior to offer of employment (databases listed below). Great Circle pays for most screenings, but some background checks are at the cost of the candidate. Contact HR for more information.

- Missouri Family Safety Care Registry
- Out of State Child Abuse and Neglect Registry
- Department of Motor Vehicles driving record
- State and national sex offender registries
- Missouri Highway Patrol
- Federal Bureau of Investigation

**Health examinations:** Prior to an offer of employment, candidates must complete the following:

- Drug screening
- Communicable disease test
- Physical exam to determine fitness for duty

**On-boarding & orientation:** Once hired, the new employee receives a starting date.

- Before that date, he/she must complete all necessary paperwork provided by HR.
- All new employees attend a two-day orientation. Orientations are held once each month (usually on the first Monday/Tuesday). In some cases, an employee may begin working before attending orientation. If so, the employee attends the next scheduled orientation.
- The first two weeks of employment are devoted largely to training specific to the job requirements. This may include: General Safety, Safe Crisis Management, Electronic Health Records, CPR, Medication Certification and more. All employees receive Trauma 101 training.
- New employees are assigned a preceptor (mentor) to help with acclimating to Great Circle and the employee's job responsibilities.

For additional questions about Great Circle's hiring process, contact the HR department through our tollfree Call Center, 1-844-424-3577 (GCHELPS).

*Great Circle is an Equal Opportunity Employer. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membership, ancestry, religion, height, weight, use of a guide or support animal because of blindness, deafness or physical handicap, or the presence of disabilities.*