



The Community Health Worker Pre-Hiring Checklist

Effective hiring requires a clear plan and strategy which can involve multiple components. Organizations can use this checklist to help ensure that all details and components have been considered before moving forward with the hiring process for a Community Health Worker position.

- The budget for the project or program calls for:
 - _____ position(s)
- The number/type of position(s) will be modified (as follows):
 - Cannot be modified and must proceed as budgeted
 - Can be modified but will proceed as budgeted
 - Will be modified in the following manner: (Specify)

 - and does or does not require a budget amendment to the funder and/or organization: _____
- The funding source of the position(s) is (are) _____
 - There are no pertinent restrictions on funding use for these position(s) OR on the qualifications of the position
 - The restrictions on use or on the qualifications of the position are as follows _____
- The position(s) need to exist
 - between _____ and _____ period of time
 - begins on _____ but has no expected end date
 - ends on _____ but had no expected end date
- The position (s) will be (check all that apply):
 - # Full Time ____
 - # Part Time ____

The location (work site) of the position (s) is _____ and the service area is _____

The goals and objectives of the position are as follows: _____

Which will require the following skill set to be included in the job _____

- The job description:
- Already exists and can be used "as is"
 - Exists but requires modification
 - Must be written

The position will exist in the organization in the _____ division/
program/area and will be supervised by the _____
position

Temporary ____
 # Permanent or Regular _____

Benefited ____
 # Non-benefited ____

Exempt ____
 # Non Exempt ____

Hourly ____
 # Salaried ____

After you have reviewed and answered the checklist questions above, you can move forward with the next steps in recruiting.

Starting a **Community Health Worker Program**: A Resource Guide



About this Map

This collection of resources provides guidance, information, and tips for organizations interested in or already invested in starting a Community Health Worker program. Click on a number or title to access the resource.



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