



Member Applications - Three Common Red Flags

Directions:

As you screen applications, here are some common “red flags” that are important to follow up on before making your decision with member selection.

Red Flag	Recommended Follow-Up Action
Job history shows a pattern of not being able to work for at least a year, or a history of quickly moving from position to position.	Be sure to call and speak directly with references about this. Were there any leave or attendance issues? Did they follow agency policy regarding leave, attendance, etc?
Only references provided are parents, siblings or family members.	In this case, you should ask for additional references and speak to these additional references directly. If they have no job history, you can request references from their church, teachers, organizations they are a member of, etc.
Use of inappropriate language in application, such as swear words.	Follow up and speak to references directly. Ask the references if they would be eligible for rehire at their organization (oftentimes, HR issues are confidential and specifics cannot be discussed, but this question can give you an idea of the quality of their performance as an employee).