

Applicant: _____ CNA Registration #: _____
 Apprenticeship Committee Recommendation: _____

Georgia CNA Career Ladder Program Criteria

	Meet	Does not meet
1. Minimum of six months experience with the organization Prior to the interview, review the applicant's personnel file to determine his/ her date of hire.		
2. Positive evaluation of work performance Prior to the interview, review the applicant's performance evaluations to determine his/ her reliability, dependability, attitude, and technical knowledge.		
3. No disciplinary actions of any kind in the last six months Prior to the interview, review applicant's personnel file to determine if disciplinary actions occurred in preceding six months		
4. Acknowledged in the organization's recognition program (preferred, but not required): Prior to the interview, determine if the applicant has ever been recognized in the organization's recognition program.		
5. Integrity Ask the applicant the following question: "What would you do if you saw a fellow employee filling out a sheet on water temperatures and you know he did not really take the temperatures, but made up the numbers for a report?" Trigger Response: The applicant should recognize that falsifying documents is wrong and should be reported to a supervisor.		
6. Delivers quality resident care Ask the applicant the following question: "Toward the end of your shift, you notice several unanswered call lights; the person you are mentoring is waiting to talk to you and looks upset; and the charge nurse wants documentation for your shift. How would you prioritize these tasks?" Trigger Response: The applicant should recognize that residents' needs are cared for first, that he/she could take the mentored employee with him/ her to answer the lights, explaining they can talk after the residents are cared for and paperwork tuned in.		
7. Self motivated Ask the applicant the following question: "Have you volunteered for extra duty, not more shifts, but taken the initiative to be involved in a facility project, or gone out of your way to do something extra for someone?" Trigger Response: The applicant should be able to give a concrete example of when he/she did something outside the realm of normal duties, i.e., having time at the end of a shift to clean a resident's messy closet or doing something extra in the department needing to be done.		
8. Dedication and commitment to facility Ask the applicant the following question: "Why do you think you are dedicated to our team?" Trigger Response: The applicant should exhibit commitment and passion for the job by citing example(s) of when he/she put residents' or facilities needs before his/her own.		
9. Loyalty to the organization Ask the applicant the following question: "What would you do if you saw a friend falsifying a report, or record, and/or that person asked you to do something you know is against company policy?" Trigger Response: The applicant should respond that he/she would confront the friend about his/her behavior, and if it persisted, the applicant would report the incident to a supervisor.		
10. Demonstrates a positive attitude Ask the applicant to provide an example of how maintaining a positive attitude has helped to solve a problem or successfully complete a task. Trigger Response: The applicant should be able to cite a situation(s) where a positive attitude made a difference in a situation, or helped adversity.		
11. Communicates well with peers and supervisors Ask the applicant the following question: "What would you do if the person you are mentoring tells you he/she is being teased by long term employees and being asked how long he/she plans to stay and continue running everyone else from the building?" Trigger Response: Is the response to the new employee helpful and supportive? Is the supervisor notified of the problem? Are peers informed about the importance of teamwork and encouraged to work as a team?		
12. Embraces the culture of the facility Ask the applicant the following questions: "What advice would you give someone you know who is thinking about a career in long-term care? Would you encourage him/her to enter the field? What does it take to be successful in a long-term care career?" Trigger Response: Does the applicant express core values in terms of how he/she views the role of a long-term care provider..		

Administrator/Designee Signature _____ Date _____

Comments: _____

