

How To: Hiring & Screening Process

Hiring Manager – Initial Review

- Review candidate using **Hireology application or paper application**
 - Confirm the following are completed:
 - Work history and skills reviewed
 - **Two managers conducted interviews**
 - Work history and references checked
 - Applicant meets job qualifications
 - Obtain a **3-year certified driving record** from an **official government source**
 - **✗** Do **not** use third-party services
 - If driving record is **not clear**, send to **Kristin Bentley** for review
 - **✗** Do **NOT** copy:
 - Driver's license
 - Social Security card
 - (Identity security reasons)*
 - Send **application and driving record** to **HR** to begin screening
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HR – Screening Process

- Contact candidate to schedule **screening date and time**
 - Verify:
 - Application is completed and signed
 - Identification documents are collected
 - 3-year certified driving record is received
 - Review driving record and determine **any restrictions**
 - Initiate and receive:
 - Drug screen
 - Background check
 - Complete **arrest questionnaire** (if required)
 - Review questionnaire and make hiring decision
 - Follow **FCRA process** if applicable
 - Mail **FCRA decline employment letter** if necessary
 - Notify hiring manager of **final hiring status**
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Hiring Manager – Official Offer of Employment

- Once HR clears the candidate:
 - Make the official job offer
 - Confirm **pay rate and pay method**
 - Arrange **start date**
 - **Notify HR of start date**
 -  **Important:**
 - Clearly explain **how and when the candidate will be paid**
 - Confirm candidate understands pay details **before starting work**
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Setup Process

- HR will send an email to admin team with IT Onboarding Checklist link
 - Goal is to have email and all systems set up BEFORE new hire starts
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