



Hiring procedure Flow Chart:

- Company management review criteria for adding staff to the company – Hiring justification
- Company management makes the decision to advertise for a new position
- Company management makes the decision on job responsibilities – Job Description
- Company management determines the salary range
- Company management determines the ad copy
- Company management determines the sources/areas for placing the ad
- Company management will determine who will receive and review the resumes

Department Hiring process: (Face to Face or Phone Interview)

- Department team will review and categorize all resumes for initial interviews
 - All respondents will receive an e-mail stating we received their resume and categorize the resumes into action groups:
 - Group A – Background and experience shows promise will be called or interviewed
 - Group B – Background and experience shows promise, but some initial concerns and a phone interview maybe scheduled to check concerns
 - Group C – Background and experience does not shows promise, and the resume will be filed for one (1) year before disposing
- Department management will set-up the actual face to face interview process:
 - Initial First interview – Who?
 - Follow-up interviews – Who?
 - Background/Reference Checking (Mandatory)
 - Company required checking – (Credit, Drug, DMV Check, etc.)
 - Consider Offer of Employment Agreement - status follow-up (Verbal Offer) or (Verbal turn-off) with each of these candidates
- Prepare Written Employment Offer Agreement
- Offer Agreement document must be approved by Ownership or Senior Management
 - The employment letter determines the conditions of employment:
 - Start date
 - Salary/Wages
 - Position
 - Company benefits
 - Conditions of employment
 - Vacation
 - Terms and conditions of Employment
 - Non-Compete Agreements
 - Confidentiality
 - Proprietary Rights
 - Etc.
- New Employee Orientation and Paperwork:
 - New employee completes company paperwork on or before the first day of work:
 - Company Application

- Resume
- Immigration Form(s)
 - Federal and/or State
- E-Verify Check
- Form W-4
- Employee Emergency Contact Form
- Employee Offer of Employment Letter
- Conditions of Employment Forms
- Position Job Description
- Company Employee Handbook