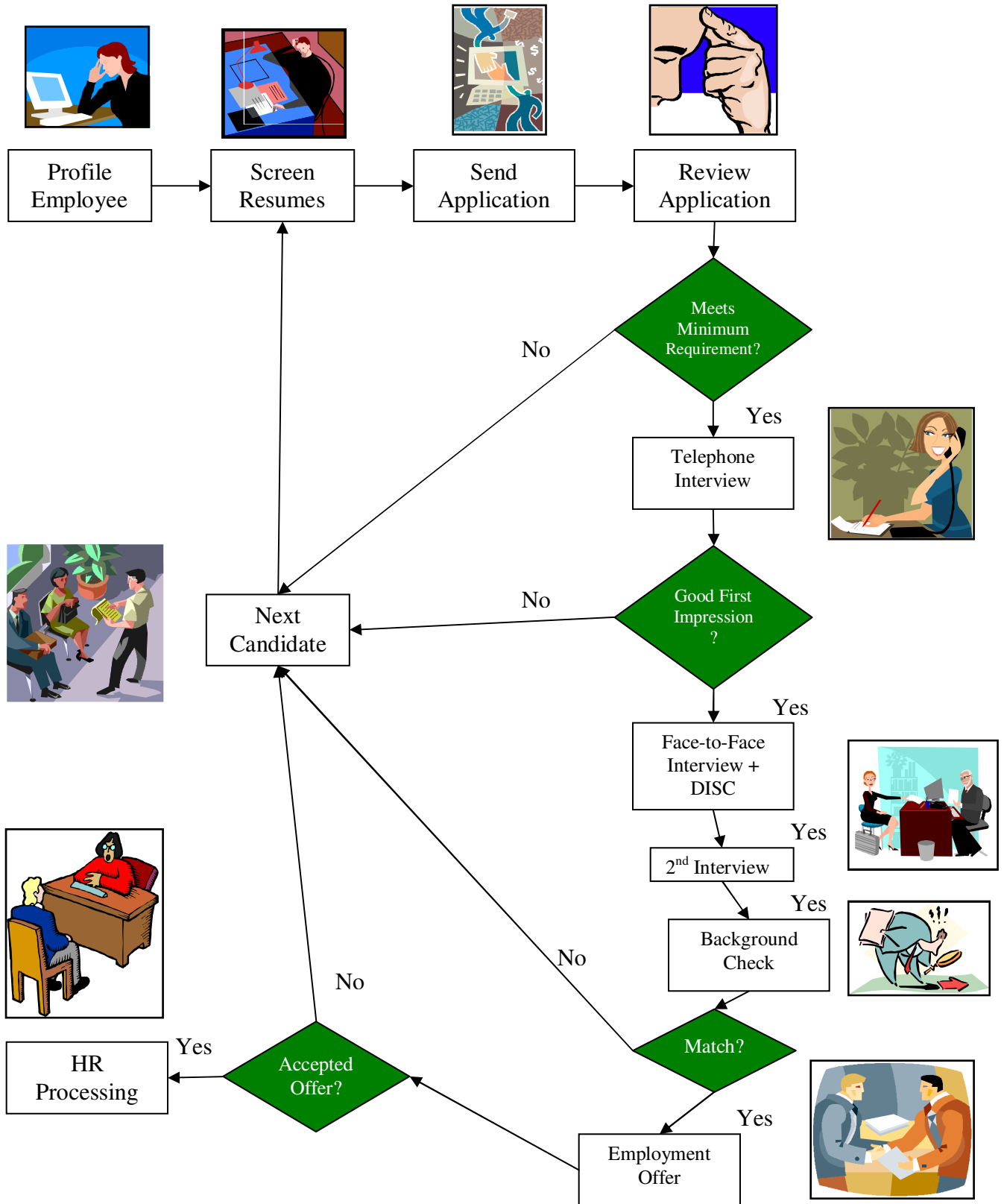


## Basic Hiring Process



### Basic Hiring Process:

- Profile Job Function
- Review resume to determine if they have the required experience then send employment application; note that all candidates have the legal right to complete an application
- Review employment application
  - Does the candidate possess the minimum requirements & experience?
    - If yes, proceed.
    - If no, send rejection letter.
- Conduct telephone interview. Goal is to validate the information on the resume, employment application and assess communication skills
  - Does the candidate appear genuine and communicates well?
    - If yes, proceed.
    - If no, send rejection letter.
- Schedule a face-to-face interview, conduct online DISC, and validate the results.
- Second Interview
- Conduct background and reference check
  - Is this candidate a fit?
    - If yes, negotiate offer.
    - If no, send rejection letter.
- Present offer, employment benefits and standards in person.
- On the first work day:
  - 1) Complete HR documents;
  - 2) Review the job description and expectations;
  - 3) Discuss training schedule and
  - 4) Agree on accountability process.