

CHECKLIST- NON- TEMPORARY EMPLOYEE

1. APPLICATION AND INTERVIEW PROCESS

- Position must be posted onto ADP Recruitment center and local State workforce website
- Application must be filled out PRIOR to an interview being completed
- Prescreen the candidates through a phone interview
- Send resume to hiring manager/ department manager to review remaining applicants
- Setup in person interview with applicant
- Day of interview applicant fills out the Job Description, reviews the Essential Job Functions, completes the clearinghouse (applicable to driving positions only)

2. AFTER THE INTERVIEW

- Conduct background check through ADP
- Conduct reference checks
- Send in clearinghouse request (if necessary)

3. AFTER 2ND INTERVIEW

- Present them with a Conditional Job offer, Insurance booklet, Medical Exchange notices and send applicant off to get a drug screen and physical
- Wait for results regarding drug screen and physical
- Once results are confirmed as passing, send the ADP New Hire Form to preemploymentrequests@hilanddairy.com
- Have applicant complete onboarding **prior** to their first day.

4. FIRST DAY

- Complete New Hire Orientation
- Complete I9 paperwork (electronic or paper depending on location)
- Send the following to preemploymentrequests@hilanddairy.com:
 - ADP NEW HIRE FORM
 - I9 (If location does not do electronic verification) Make sure to mail original to General Offices
- Upload remaining documents into employee files:

- Request for New Hire
- Job Description
- Medical Exchange Notice
- Conditional Job Offer
- Clearinghouse Authorization (for DOT positions only)
- Essential Job Functions
- Background check and/or Motor Vehicle Report