

CHECKLIST NON-TEMPORARY EMPLOYEE

1. APPLICATION AND INTERVIEW PROCESS

- Post vacant position onto ADP Recruitment center **and** local State Workforce website
- Review application
 - Must be filled out **PRIOR** to interview process
- Prescreen candidate through a phone interview
- Review resume with hiring manager/department manager to see if applicant is qualified for the position
- Schedule an in-person interview with applicant

2. DAY OF INTERVIEW

- Applicant fills out the *Job Description, Essential Job Functions, Authorization to run a background*, and *Consent to run Clearinghouse background* (if driving candidate)

3. AFTER THE INTERVIEW

- Conduct background check(s)
- Conduct reference check(s)
- Send in clearinghouse request (if necessary)

4. AFTER 2ND INTERVIEW

- Present them with a **Conditional Job Offer** and send applicant off to get a drug screen and preemployment physical
 - Employee MAY not start work until results of the drug screen and preemployment physical have been received and reviewed.**
- Once results are confirmed as passing, send the **ADP New Hire Form** to: crichards@hilanddairy.com
- Have applicant complete onboarding via ADP link sent through their email