

## Employment Process

**Driver Name:**

Employment Phases	Responsible Party	Complete	Date Complete
<b>Phase I: Source of Applicants</b>			
Word of mouth			
Newspaper advertisement			
On-site advertisement			
Walk in			
Other			

<b>Phase II: Initial Review</b>			
Application materials			
Pre-qualification interview			
Preliminary background check			
MVR (License, endorsements, violation history)			
Experience			
Other			

<b>Phase III: In-depth Review</b>			
Manager interview			
Employment history			
Criminal history			
Accident history			
Skills assessment (Road test)			
Other			

<b>Phase IV: Candidate Evaluation</b>			
Ensure compliance with minimum eligibility criteria			
Skills and abilities			
Character and job attitude			
Other			

<b>Phase V: Conditional Employment Offer</b>			
Physical and work abilities test			
Controlled substances (Drug Screen)			
Other			

Driver Name:

Employment Phases	Responsible Party	Complete	Date Complete
<b>Phase VI: Initial Training and Skills Classification</b>			
Classroom training program			
Additional training assignment (Select appropriate level)			
: Inexperienced			
: Mid-level experienced			
: Extensive experience			
Other			

<b>Phase VII: Job Site Training Assignment</b>			
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<b>Phase VIII: Job/Supervisor Assignment</b>			
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<b>Phase IX: Probationary Employment Period</b>			
Length of initial probationary employment period (90 days)			
Unacceptable behavior/actions			
Required testing/evaluations			
Duty restrictions			
Other			

<b>Phase X: Permanent Employment Testing and Evaluation</b>			
Written			
Behind the wheel			
Jobsite			
Other			

Driver Name:

Manager Name:

Date:

I certify that all phases of the hiring process were completed in connection with the above named driver.