

## HIRING/SCREENING PROCESS

1. **MANAGER'S INITIAL SCREEN - GIVE APPLICANT THE "EMPLOYMENT APPLICATION"**
  - A. **IS APPLICANT DRESSED APPROPRIATELY?**
    - .....SHOULD BE NEATLY DRESSED
    - .....INAPPROPRIATE DRESS WOULD TRIGGER A "NO PASS"
  - B. **IS APPLICANT PROPERLY GROOMED?**
    - .....CLOTHES, HAIR, FACE AND HANDS SHOULD BE CLEAN, NEAT AND ODOR-FREE
  
2. **REVIEW APPLICATION (IF APPLICANT PASSED INITIAL MANAGER'S SCREEN)**
  - A. **IS APPLICATION LEGIBLE? CAN YOU READ IT?**
  - B. **IS APPLICATION NEAT:**
    - .....IF NOT, MAY INDICATE :
      - .....LIMITED WRITING ABILITY
      - .....INABILITY TO COMPREHEND WHAT IS READ
      - .....LACK OF CONCERN FOR NEATNESS
    - .....REMEMBER: ALL POSITIONS REQUIRE SOME WRITING OR DOCUMENTATION
  - C. **IS APPLICATION COMPLETE?**
  - D. **APPLICATION MUST BE REJECTED IF ANSWER TO ANY ABOVE IS "NO"**
  
3. **FIRST INTERVIEW**
  - A. **IS APPLICANT PROPERLY GROOMED?**
    - .....CLOTHES, HAIR, FACE AND HANDS SHOULD BE CLEAN, NEAT AND ODOR-FREE
    - .....THERE IS NO ACCEPTABLE REASON FOR POOR GROOMING DURING AN INTERVIEW
  
  - B. **IS APPLICANT COMFORTABLE SPEAKING AND EAGER TO PROVIDE INFORMATION?**
    - .....VOICE AUDIBLE?
    - .....SPEAK AT A COMFORTABLE SPEED?
    - .....USE APPROPRIATE WORDS?
    - .....USE GOOD EYE CONTACT?
  - C. **WHAT DOES APPLICANT CONVEY ABOUT HIM/HERSELF, HIS/HER EXPERIENCE AND PAST EMPLOYERS?**
    - .....NEGATIVE RESPONSES WOULD TRIGGER A "NO PASS"
  
4. **COMPLETE CSC SURVEY (DO NOT SCORE YET!)**
  
5. **OBTAIN DRIVING RECORD**
  - A. **FIVE OR MORE POINTS; OR**
  - B. **SUSPENDED LICENSE WITHIN THE PAST TWO YEARS WOULD TRIGGER A "NO PASS"**
  
6. **EXAMINE TWO (2) DOCUMENTS FOR EMPLOYMENT ELIGIBILITY VERIFICATION**
  - A. **FIRST DOCUMENT MUST BE A VALID MD DRIVER'S LICENSE**
  - B. **SECOND DOCUMENT CAN BE ANY ITEM FROM LIST A OR LIST C ON BACK OF I-9 FORM (NOTE: THIS IS WHERE PROBLEMS TEND TO OCCUR. YOU MUST BE SURE DOCUMENT IS ORIGINAL. BIRTH CERTIFICATES ARE THE "TRICKIEST". IF THEY ARE PRESENTING AN ORIGINAL, IT MUST BEAR AN OFFICIAL SEAL. IF IT IS A CERTIFIED COPY, YOU MUST BE ABLE TO FEEL THE SEAL.**
  
7. **REFERENCE CHECK**
  
8. **SEND SURVEY TO BE SCORED (ONLY IF APPLICANT HAS PASSED ALL ABOVE) NOTE: COST IS INCURRED AT THIS POINT.**
  
9. **SECOND INTERVIEW (SHOULD ONLY BE CONDUCTED IF EMPLOYEE HAD A GOOD/BETTER SCORE ON SURVEY)**
  
10. **BACKGROUND CHECK (ADDITIONAL COST IS INCURRED)**
  
11. **PRELIMINARY JOB OFFER IS MADE WHEN CSC PASSES BOTH INTERVIEWS, BACKGROUND CHECK AND HAS AN ACCEPTABLE SURVEY SCORE.**
  
12. **SCHEDULE ORIENTATION**
  - A. **EMPLOYEE MUST BRING BOTH ORIGINAL EMPLOYMENT VERIFICATION DOCUMENTS WITH HIM/HER**
  - B. **FINAL APPROVAL OF EMPLOYMENT TO BE BASED UPON EMPLOYEE MEETING ABOVE CRITERIA.**
  - C. **IF AN EMPLOYEE HAS NOT BROUGHT ACCEPTABLE DOCUMENTS OR HAS "FORGOTTEN" THEM, ORIENTATION WILL BE TERMINATED.**