

Potential Hire Process Flow- Field Technicians

Someone Applying for a Technicians Position

Give them the potential employee paper work to fill out.

Have them complete a:

Spotless Employment Application,

Spotless Supplement Application

Give them a copy of the Job Description.

These forms are located in the following places:

- Desktop on main work station
- Shamrock Folder
- Administration Folder
- New Hire Forms Folder

If applicant is being considered have them fill out a Shamrock Form and State Farm Driver Questionnaire Form. These forms are located in the following path:

- Desktop on main work station
- Shamrock Folder
- Administration Folder
- New Hire Forms Folder

Once the forms are complete make an appointment for a drug screening and discuss Hepatitis B shots. If drug screening results are negative and driving record meets the criteria offer the position to the applicant. Once the applicant accepts the position, schedule first Hepatitis B shot or have applicant sign Hepatitis B Declination Form and complete the following paperwork listed below.

- Desktop on main work station
- Shamrock Folder
- Administration Folder
- New Hire Forms Folder
 - I-9
 - W-4
 - Employee Data Sheet
 - Direct Deposit Authorization
 - Safety Rules are signed
 - On Time Policy is signed
 - Preventing Back Injury Policy is signed
 - Moving Trucks Policy is signed
 - Vehicle Use Policy is signed
- Issue a Technician Manual
- Issue Employee Handbook

- Order Uniforms
- Begin training