

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES INTERVIEW – FORMS & TESTING	02/01/09

PURPOSE: To meet with applicants and determine their suitability for the available position.

PERFORMED BY: Human Resources Administrator, District Manager, Area Manager, President

- PROCEDURE:**
- 1) Each District Manager, and/or Area Manager refers to the Employment Procedures and Forms Manual for the interview forms:
 - a) Interview Evaluation (Form V-2)
 - b) Background Questionnaire (Form V-1)
 - c) Release to obtain Background Information (Form V-1d)
 - d) Request for Approval of Outside Employment (Form P-6)
 - e) Employment Test as applicable
 - i. Office Personnel - Wonderlic Test (Timed - 12 minutes)
 - ii. Maintenance Personnel - Maintenance Test (Not timed)
 - iii. Sales Ability Test – Leasing (Not timed)
 - f) Drug Free Workplace Policy (V-30)
 - i. Acknowledgement of Receipt and Understanding (V-31)
 - ii. Consent to Drug Testing (V-32)
 - i) Tobacco Affidavit (V-35) office personnel
 - 2) Interviewer absorbs all information provided during the interview, both written and verbal to match the applicant with the position.
 - 3) Interviewer completes the Interview Evaluation Form (V-2)