

Distribution	SUBJECT	Date
	EMPLOYMENT PROCEDURES APPLICANT EVALUATION	01/07

PURPOSE: To evaluate the applicant's interview results for the available position.

PERFORMED BY: Interviewer (CEO, HRA, President, DM, AM)

PROCEDURE:

1. Interviewer compiles completed pre-employment forms, with any additional forms submitted by applicant(i.e. diplomas, certificates, licenses, etc.)
2. Interviewer forwards or grades tests completed by applicants as follows:
 - a) The Wonderlic, Maintenance, Sales, Typing, and Bookkeeping Tests are graded by HRA.
(Fax or mail to HRA to grade and reply.)
3. Interviewer evaluates applicants and ranks according to:
 - a) Interview
 - b) Experience
 - c) Documents provided by applicant
4. DM completes the Preliminary Request for Permission to employ (V-4)
5. Interviewer forwards completed pre-employment forms along with any forms provided by applicant to HRA by fax.