# Monitor applicant hiring process and file checklist FORM #

1. Phone interview or personal interview
   * Use phone interview- checklist CDL 1
   * Use hiring criteria CDL 2
   * Evaluation form CDL 3
   * Employee Application needs to be filled out
   * Have them go for a physical and drug test
   * Have them fill out the form to be fingerprinted OSPRA 101
     1. For most districts have them get printed at PD M2
     2. For Ellenville school follow procedures for live scan M2
     3. For ARC program – they should fill out ORMDD form OPWDD 105/106A
   * Sign them up for a Pre-service and PPT test
   * They should be given a packet of forms needed for hire
   * Their references should be called CDL 13
2. Once at the new terminal the following should happen
   * + a terminal managers orientation
     + HR department should receive all payroll forms TMO 1
     + a veteran driver ride along containing the following information
       1. all information and handouts from VMRA script VDP 1