Our Hiring Process FAQ

We believe in hiring great employees. The purpose of this document is to share the hiring process we follow. Few job applicants are able to survive our rigorous hiring process. If you are fortunate enough to do so, you will become part of a highly skilled and engaged workforce. We wish you good luck!

- Accept resumes and job applications if candidates can meet posted job qualification requirements.

- Screen job applicants and conduct brief phone interview with select candidates. Send not interested/interested email or call.

- Conduct extensive interviews with remaining candidates. This may include more than one interview, including group interviews. Make not interested/interested call.

- Have final three candidates go through skill testing, character analysis and background checks (including criminal, background, driving record, degree certification and employment history).

- Prepare conditional offer letter to final candidate. Make not interested calls.

- Conduct any pre-hire physicals; including review of any workers compensation claims history and conduct drug tests.

- Sign employment agreement, employee handbook and any other contracts or agreements.

- Begin orientation and onboarding process.

Please understand that this process will take as long as necessary to make a proper hiring decision. You will be informed of your status as soon as it changes.

If you have any questions not answered in this document, please email them to [ ]
or call (xxx) xxx-xxx..

Thank you,

Jane Smith
Director of Human Resources