

PROCEDURES FOR HIRING AND PLACEMENT OF NEW EMPLOYEES

Pre-Hire:

- Employment Application
- Interview
- Reference Checks
- I-9 Documentation

Post-Offer Of Employment:

- Sign Necessary Forms:
 - Drug And Alcohol Policy And Consent
 - Criminal Record Consent
 - Physical Exam Consent
 - Issue And Sign Safety Manual Form
- Drug Screen
- Second Injury Fund Questionnaire
- Complete W-4 Form
- Complete I-9 Form
- Complete Criminal Record Search And MVR Check, If Needed
- Complete Physical Exam, If Needed

After Placement:

- Orientation; Issue Employee Handbook And Discuss:
 - Company Mission And Goals
 - Work Schedules (Hours, Breaks, Vacation, Sick Leave, Time Sheets, Holidays)
 - Management Personnel
 - Position Description And Responsibilities
 - Probationary Period
 - Salary, Pay Periods, Pay Increases
 - Conduct And Appearance Requirements
 - Use Of Telephones
 - Use Of Company And Personal Tools
 - Emergency Procedures, Exits, Evacuation Procedures
 - Accident Reporting
 - Non-Discrimination Policy, EEO
 - Harassment Policy
 - Smoking Policy
- Issue Safety Manual And Discuss:
 - General Safety Rules
 - Responsibilities In Safety For Each Employee
 - First Aid Facilities And Procedures
 - Safety Meetings
- Training And Job Instruction:
 - Job Specifics And Skills Needed For Job
 - Safe Lifting
 - Hazard Communication (Right-To-Know And MSDS's)
 - Personal Protective Equipment Issued And Trained In Use
 - Lockout/Tagout Procedures