



**COALMARCH**  
by WORKWAVE

# FOOLPROOF HIRING CHECKLIST

**BUILD THE BEST TEAM FOR THE SEASON AHEAD.**

Hiring the right technicians is key to your sustained success. Use this comprehensive, foolproof checklist to ensure that every hire you make is a great fit!



## PREP WORK

- Evaluate Your Job Descriptions**  
Do they need updating or rewriting? Do they accurately reflect the requirements and expectations of the position and showcase what makes your company a great place to work?
- Prepare/Gather Your Offer Letters and Position Contracts**
- Update Your Application**  
Outline questions you want to ask for each open position.
- Clarify the Steps of the Application Process**  
Will you be doing a phone screen? One in-person interview, or two? Reference checks? Make a plan.
- Select Hiring Managers**  
Who should be involved in evaluating the candidates?



## SHARE YOUR JOBS

Get your job listings in front of as many people as possible by sharing them on your website, online job boards and social media.

- Job Websites (Indeed, ZipRecruiter, Glassdoor, etc.)
- LinkedIn
- Your website
- Social Media (Facebook and Instagram)



## EVALUATIONS

- Phone screen
- Video interview
- Social media review
- In-person interview
- Personality profile
- Background check
- Reference check



## NEW HIRE

- Gather essential documents:**
  - Signed contract
  - Copy of driver's license



## ONBOARDING

- Add to all company software:**  
routing, time management, CRM, payroll, etc.
- Assign:**  
email address, a trainer/mentor, etc.
- Issue equipment:**  
mobile device, truck, gas card, office keys, uniform, etc.
- Schedule and Share:**  
ride-along, training, news of hire on all company online resources, etc.

