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## HIRING GUIDELINES

This section equips employers with guidelines and tools to ensure they provide a fair, compliant, and accurate hiring process to all applicants.

The guidelines are in place to ensure that qualified individuals are hired to fill vacant positions and minimize the expense and potential risk posed by unsuitable candidates. Prospective hires may be unsuitable because of illicit drug use, criminal history, bad driving record, lack of appropriate skills or experience, or they are physically not capable of performing the job tasks with or without reasonable accommodations.

These guidelines are not in place to unlawfully discriminate against potential candidates but, rather, to assure legal compliance and the best hiring practices. adheres to a policy of equal employment opportunities for all applicants and employees.

The process of applying for a position at \_\_\_\_\_ is as follows:

### Application

- Completely and accurately fill out an “*Application for Employment in the State of New Hampshire*” (*Attachment A - two pages*). Applicants between the ages of 16 and 17 will be required to fill out the “State of New Hampshire Proof of Permission for the Employment of a Youth Age 16 or 17” form (*Attachment B*). Inaccuracies on an application or otherwise provided during the hiring process may be grounds for rescinding any offer already given, conditional or otherwise.

### Interview

- Upon completion of the employment application, an applicant may be asked to come in for an interview. (Note: for certain positions, multiple interviews may be held.) [*Refer to Section 3 (“Interview”) for proper “Interview Questions” and an “Interview Comment Sheet”*]

### Offer

- If the applicant is determined to be qualified for the position, the applicant will receive a **written conditional job offer** (*Attachment C*). (Be sure to include all enclosures as referenced in the letter.)

### Reference Checks

- Applicants will be asked to sign an “*Authorization for Employment Reference*”\_permitting the company to obtain reference checks [*Attachments D and D(1)*].

### Background Checks

- Applicants will be asked to fill out an “*Authorization for Release of Records*” form (*Attachment I of Section 4, “Fair Credit Reporting Act”*) allowing \_\_\_\_\_ to perform

Upon receipt of the criminal background check, \_\_\_\_\_ will review the findings.

Records that indicate a criminal history involving violence, theft, dishonesty, or other behavior that may put the company, its employees, or customers at risk may be grounds for rescinding the job offer. The General Manager/Dealer Principal will make all decisions related to rescinding the conditional job offer due to criminal background checks. *(Refer to Section 4, “Fair Credit Reporting Act”)*

### **Driving Record**

Applicants for positions that require driving as part of the job will also be asked to fill out an “Authorization to Obtain a Motor Vehicle Report” form *(See sample Universal Underwriters' form - Attachment J of Section 4, “Fair Credit Reporting Act”)*, allowing \_\_\_\_\_ to perform a Motor Vehicle Report (MVR) check. Upon receipt of the MVR, \_\_\_\_\_ will review the findings. Records that show traffic violations/convictions that may put the company, its employees, or customers at risk may be grounds for rescinding the job offer. The General Manager/Dealer Principal will make all decisions related to rescinding the conditional job offer due to MVR checks. *(Refer to Section 4, “Fair Credit Reporting Act”)*

### **Drug Test**

- After satisfying all non-medical conditions of the conditional employment offer, the applicant must successfully complete a pre-placement drug test and/or pre-placement physical. *(Refer to Sections 5 and 6 for guidelines on “Pre-Placement Drug Test” and “Pre-Placement Physical and/or Capacity Examinations”)*

### **Physical**

- Applicants applying for \_\_\_\_\_ will be required to undergo a physical capacity exam to ensure they can handle the physical demands of the job. *(Refer to Section 6, “Pre-Placement Physical and/or Capacity Examinations”)*

### **Second Injury Fund**

- Applicants must provide a record of any pre-existing condition(s) by thoroughly completing a “Second Injury Fund” form *(Attachment S of Section 7, “Second Injury Fund”)*.

Only after candidates successfully complete the above items and satisfy all the conditions for hire will they be able to commence employment.

A **withdrawal letter** will be given to a candidate who does not qualify for the position *(See Attachment E)*. The withdrawal letter will identify why the applicant did not qualify.

All forms completed and/or signed by an applicant who is not hired, as well as any reports received regarding the applicant, will be kept in an applicant file at \_\_\_\_\_ for one (1) year. All such materials for applicants who are hired will be maintained on file for the duration of employment, with the personnel file, for a period of seven (7) years thereafter.

*More information on hiring and the employer’s legal responsibilities can be found in Section 11, “Appendix” – “Hiring Process Article” – pages 11-1 through 11-7.*