

PRE-EMPLOYMENT SCREENING CHECKLIST

1. Interview applicants:
 - (a) Ask only questions directly related to the job. Examples of proper and improper questions are in the company policy manual.
 - (b) Attach interview comments to the application.
2. Select the most qualified applicant.
3. Call references (at least two former employers).
4. Make an offer pending the results of a substance abuse test. If the offer is accepted, have the employee sign the “Chemical Screening Consent and Release Form” and direct him or her to the laboratory.
5. Drug tests results received:
 - (a) If positive, notify the applicant that the company cannot hire him or her based on the results.
 - (b) If negative, confirm the offer and establish a start date.