

A Checklist For Your New Hires

| You Might Want To Check | Because It Tells You | And... |
|----------------------------------|---|--|
| Employment References | <ul style="list-style-type: none"> • Do they have the experience they claim to have? • Do they have the skills and knowledge? • Were they: • Trustworthy? • Productive • Dependable? | <p>Former employers are often hesitant to say anything negative -- afraid they'll get sued, or maybe they're glad to get rid of the person. You can get around this somewhat by asking them "would you hire this person again?"</p> <p>Even if you don't get a direct answer, you can learn something just by how long they pause before answering you.</p> <p>(Of course, you could tell them about House Bill 1625, which protects them when they are "acting in good faith.")</p> |
| Credit Reports | <ul style="list-style-type: none"> • Can they be responsible for handling cash or other valuables? | <p>The credit information must be related to some part of the job they're being hired for.</p> <p>The applicant has to agree to your requesting a credit report.</p> |
| Driving Record | <ul style="list-style-type: none"> • Is everything they told you on the application true? • What kind of driver/equipment operator are they? • What is their attitude toward safety? • Do they have a drug/alcohol problem? | <p>You can request the report through HealthWorks Northwest.</p> |
| Criminal Background Check | <ul style="list-style-type: none"> • Seven year history of felony or misdemeanor convictions, including pending cases. • Do they have a history of violence, theft, disruptive behavior? | <p>You should be able to prove a valid need based on the job or related to your business.</p> <p>The applicant has to agree to your requesting the report. You can request your report through HealthWorks Northwest</p> |
| Drug Test | <ul style="list-style-type: none"> • Oh, you know! | <p>Of course, HealthWorks Northwest can do this for you!</p> |