DRIVER HIRING PROCESS
⇐ A ROADMAP TO SUCCESSFUL RECRUITING ⇒

01 GM Identifies Need

Do daily checks on staffing counts vs. bid model and forecast needs vs. training capacity and turnover rate.

02 Check Systems & Sources

Check HireXpress weekly and refer to sourcing calendar, Applicant Tracker, and updated DRP. Do you need to up the flow by sourcing more aggressively?

03 Attract Applicants

Use approved MV Transit graphics and document outreach efforts.

Call on reinforcements if necessary

Division Recruitment Plan

04 Applicant Interview

Invite applicant to interview within 24 hours of application. Create a welcoming experience.

05 Application & Documentation

Be patient and friendly with applicant. Ensure all documentation is completed.
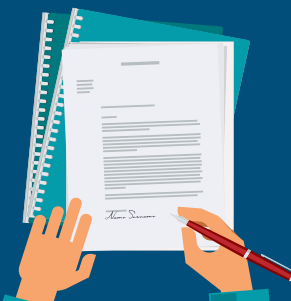
07 Schedule Training

Check qualifications status in HireXpress until training starts. Provide Welcome Packet.

06 Extend Conditional Offer

Offer is only valid when applicant successfully completes and clears qualifications, drug screen, DOT physical and other similar required tests.

08 Qualifications & Drug & Alcohol

Ensure qualifications have all needed information in HireXpress. Corporate teams do back-end processing.

09 New Hire Follow-Up

Contact new hire night before training.

10 In-Class Training

Assign buddy, provide security access and introduce to management.

12 New Hire's Second Week

Confirm Buddy meetings are taking place and training is progressing.

11 New Hire's First Week

Follow New Hire Onboarding Checklist.

SUCCESSFUL HIRE!

For detailed information on this process, please go to my.mvtransit.com select HR from top menu then select the Recruiting and Onboarding Process folder.