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## **Company New Hire Process**

1. Locate Prospects via word of mouth or advertising.
2. Set interview
3. Request answers to screening questions.
4. Initial interview
5. Management review
6. Set second interview
7. Request answer of interview questions list (verbal)
8. Management Review
9. Submit for screening
10. Set up required license and training.

## Interview Questions

### Interviewer - Suggested Questions

#### - Job Performance

- What were your last job's primary responsibilities? How long did each take?
- What was a typical job day like? What did you do? Who did you see?
- Could you give me some examples of how you were able to motivate others?
- What are some examples of your analytical skills?
- What are some examples of how you've met deadlines?
- What would be an example of your creative problem-solving abilities?
- Of what achievements are you most proud?
- How do you think your supervisor would rate your job performance?
- What would your supervisor say are your major strengths?
- What would your supervisor list as your three major weaknesses?
- With what types of people do you have difficulty working?
- How do you resolve personal conflict?
- What valuable criticism have you received? What did you do about it?
- How did you handle instructions given to you with which you disagreed?
- What are two examples of how you get things done?
- Were you able to meet the deadlines?
- What was the toughest sale you ever made?
- What was the hardest decision you have ever made?
- What do you feel was your major contribution to your last employer?
- How did your last employer treat you?
- How important was your job to the company?

#### - Supervisor Relationship

- How often did you meet with your supervisor?
- How did your supervisor get things done? Was the method effective?
- About what did you and your supervisor disagree?
- How did you handle the conflict?
- What is an example of your supervisor's management style?

- What would you change about your previous supervisor?
- Did you supervise anyone? How many workers, and what were their job titles?

#### **- Your Company and the Job**

- What most interests you about this company (department)?
- What interests you about this position?
- How is this position different from your last job?
- What special skills can you bring to this job?
- What do you expect from our company (this department)?
- What three things do you not want to do in your next job?
- What in your last job or experiences has prepared you for this job?
- What would you find the most challenging thing about this job?

#### **- Education and Development**

- Tell me about your school (college) experiences.
- What were your favorite (least favorite) courses (activities)?
- Do you have any skills or knowledge not shown in your school records?
- What aspects of your training/education have been most helpful to you?
- Do you have thoughts of future education and training?
- What would you like to be doing five (or ten) years from now?
- What actions will you need to take to reach your goals?
- How could your supervisor assist you with these goals?
- How would a position in our company help you reach your goals?
- What would you like to achieve in your career?

#### **- Feelings and Attitudes**

- How and why did you choose this type of work?
- What do you like about working?
- What type of work really challenges you?
- How would you describe yourself as a manager? As an employee?
- What did you like most about your last job? What did you dislike the most?
- Why did you leave your last job?
- What would make you leave this job?

#### **- General or "Heavy" Questions**

- How did you learn about the position?
- What do you bring to the company?
- Give me a verbal picture of yourself.
- What is most important to you?
- Why are you right for this job?
- Give me two to three words describing yourself.
- What inspires you?
- Describe your ideal job

# Pre-Interview Screening

## Telephone Screening

- Begin each conversation by telling the applicant that you are making a preliminary telephone call to select candidates and to determine mutual interest.
- Close the telephone conversation by stating that the applicant will be contacted further only if he or she is among the final candidates being considered.

## Sample Telephone Requests of Candidate

Please go over your current and last two jobs, and tell me one main accomplishment for each job and why you left each job.

**Reason:** To see if the individual...

- Can understand multiple questions
- Can ask for clarification if needed
- Can explain bridges between jobs
- Logically moved from one job to the next
- Can describe his or her understanding of an accomplishment

## - General or "Heavy" Questions

- EXPLAIN POSITION - How do you feel about the position?
- What do you bring to the company?
- Do you have knowledge of computers?
- Do you have a computer in your home?
- Give me a verbal picture of yourself.
- What is most important to you?
- Give me two to three words describing yourself.
- What inspires you?
- Describe your ideal job
- Why are you right for this job?

## Explain why the position at our company is desirable.

**Reason:** To see if the individual...

- Can state why he or she applied for the job
- Understands what the advertised job is about

# Regor Recovery LLC

## Termination: Employee Termination Policy and Procedure

### 1.0 POLICY

It is company policy to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

There are three types of terminations:

- a. Voluntary
- b. Involuntary
- c. Death

### 2.0 VOLUNTARY TERMINATIONS

#### 2.1 General

Voluntary termination of employment occurs when an employee informs his or her supervisor of employee's resignation, or termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

#### 2.2 Procedure

- a. Employees are expected to provide a minimum of two weeks' notice of their intention to separate from the company in order to allow a reasonable amount of time to transfer ongoing workloads. It is expected that written notification will be provided to the employee's line manager.
- b. Upon receipt of an employee's resignation, the line manager must notify Human Resources (HR) by sending a copy of the resignation letter to HR, annotated if necessary, with pertinent information (i.e. employee's reason for leaving, last day of work, etc.).
- c. The HR Administrator or Branch Manager will coordinate the employee's out-processing. This process includes:
  1. Returning all company property (i.e., keys, ID cards, parking passes, etc.).
  2. Review of benefits status.
  3. Completion of an exit Interview questionnaire. The exit interview provides employees the opportunity to freely express views about working at the company and will be held in strict confidence. HR will compile data from exit interviews to determine if feedback to an employee's director is necessary.
- d. A "Supervisory Termination Summary" will need to be completed by the line manager. This form is located in the company public folders. The completed Summary should be returned to HR where it will be maintained in the employee's personnel file.
- e. Employees who possess a security clearance are required to check out and debrief with the Security Officer no later than their last day of employment.

### 3.0 INVOLUNTARY TERMINATION

#### 3.1 General

- a. An involuntary termination of employment, to include layoffs and stand-downs over 30 days, is a management-initiated dismissal. The inability of an employee to perform the essential functions of the job with or without a reasonable accommodation may also result in an involuntary termination.
- b. Discharge may be for any legal reason, i.e., misconduct, tardiness, absenteeism, unsatisfactory performance, inability to perform, etc. In some cases progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.
- c. Prior to an involuntary termination, consideration will be given

to an employee's service and past contributions to the company. The possibility of transfer or demotion will be explored in all cases except those which involve gross misconduct.

### 3.2 Procedure

- a. Before any action is taken to discharge an employee, the employee's line manager, through the cognizant director, must request a review by the Termination Review Board.
- b. The Termination Review Board consists of the President, Vice President of HR and the employee's director. It is the Board's responsibility to review the situation and determine if dismissal is warranted.
- c. If the Board recommends dismissal, it is the supervisor's responsibility to notify the employee and coordinate with HR to ensure that the terminated employee follows the checkout procedure in Sections 2.2(c) and 2.2(e) of this policy.
- d. The line manager should complete an "Employee Change Form" or e-mail HR to confirm the last day worked.

### 4.0 DECEASED EMPLOYEES

#### 4.1 General

A termination due to the death of an employee will be made effective as of the date of death.

#### 4.2 Procedure

- a. Upon receiving notification of the death of an employee, the supervisor must notify the Benefits Administrator immediately.
- b. The Benefits Administrator will process all appropriate beneficiary payments from the various benefits plans.

### 5.0 FINAL PAY

#### 5.1 General

An employee who resigns or is discharged will be paid through the last day of work, plus any unused PTO, less outstanding loans, advances or other agreements the employee may have with the company. Final pay due, upon the death of an employee, will be paid to the deceased employee's estate.

#### 5.2 Procedure

It is the responsibility of the employee's line manager to ensure that the Payroll office receives the terminating employee's timecard in sufficient time to process the final paycheck.

### 6.0 UNEMPLOYMENT COMPENSATION

#### 6.1 General

The company is able to monitor and control the cost of unemployment insurance by being responsive to regulatory authorities. Typically, employer information must be submitted to the appropriate state office within seven days of request. Failure to respond in a timely manner often results in unemployment compensation awards to former employees who otherwise would not qualify.

#### 6.2 Procedure

- a. Line managers are required to follow the process described in 2.2b of this policy.
- b. HR will notify the company's outsourced Unemployment Compensation Program Manager (UCPM).
- c. The UCPM will research each claim as necessary and advise the company on hearing attendance requirements, as well as required materials and presentation

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