

# A BUSINESS ROADMAP FOR PROFESSIONAL PHOTO ORGANIZERS

## GENERAL HIRING PROCESS CHECKLIST

### HR PLANNING

- Company identification**
  - open/avail position - newly formed or vacated
  - develop/review/approve job description
- Create a plan**
  - establish timeline, tasks, communication to filling open position
  - assemble hiring team & manager to assign tasks & execute plan

### RECRUITMENT

- post job opening & recruitment

### EMPLOYEE SELECTION

- Application screening**
  - review applications & resumes
  - remove unqualified candidates from screening pool
- Initial interview**
  - Phone screening qualified candidates are contacted to further narrow the pool of candidates
  - interview process is explained
  - Interview with hiring team
- Check/verify**
  - References, clearances, social media presence
- Talent Assessment** (if needed)
  - come in for demonstration of capabilities (e.g., scrapbooking)
- Decision** - Extend Offer\* (dependent on pre-physical/FCE)
  - include instructions on scheduling **Pre-Employment Screening / FCE**
  - Physical **Screening / FCE**

## **HIRING/ORIENTATION**

- IT set up
- Apps, equipment, & uniform
- Complete paperwork
- Employee Handbook / HR Policy review
- Payroll set up

## **ONBOARDING**

- Help feel welcome - lunch w/ GM & Project Manager
- Training/Shadowing
  - train in field w/ new hire
  - create schedule for next week

## **ACTIVE EMPLOYEE**

- Probationary Period - 30 days
- Continued Ed/Training
- Annual Performance Reviews

## **INACTIVE EMPLOYEE**

- Inactive but not archived (for employees on leave, or at school, etc.)
- Resignation
- Termination