



# Hiring Process Guidelines

- Interviewing: interviews should be conducted almost solely through phone and virtual calls. Thinking of questions outside the box might be helpful in making sure you hire the right candidate, so ask as much as you think is necessary. You can also ask for one or two references if you need additional information about this candidate.

- Offering a Position: Sending an offer through McHire is still an essential part of the hiring process. This ensures that the candidate is on the same page as your hiring manager. One of the things that you can discuss when offering the position is getting them set up for orientation and any questions they might have about onboarding. The hiring manager should ask the candidate to send them copies of their IDs so that the I-9 can be done separately. Having the I-9 done outside of orientation will save time with face-to-face meeting. The hiring manager should also ask if the candidate is experiencing any symptoms, explain social distancing, and how this will affect the orientation. If they are experiencing symptoms or are on a mandated 14-day quarantine, we would have to reschedule for a later date.

- Orientation: please follow the following steps when completing an orientation during this time. Remember if you can organize your paperwork and materials before candidates arrive, this will reduce the time needed for orientation as well as the amount of close contact you will have.

1) Candidate is greeted at the door by the hiring manager and is prescreened for symptoms. The hiring manager should also take the candidate's temperature at this time. If they are okay to move forward, please send candidate to bathroom to wash their hands. Have the group sit in largest space possible in lobby, with only one person per table.

2) If candidate has not already sent pictures of IDs, they will be asked to send them immediately to the hiring manager. This is to ensure that the I-9 is able to be done at a separate time. Hiring managers must check that they have received all IDs and that they are not expired before candidates can leave.

3) Candidates will be handed the normal orientation folder. They will be instructed to review our policies at home.

4) 8850: please fill out 8850s as normal

5) Please review and sign Food Safety and Employee Health Policy Agreement documents. Keep these copies in store.

6) Please review basic uniform, cleanliness, sanitation, and behavior policies

7) Confirm information on new hire sheet is accurate. Prepare pay card slips or direct deposit information.

Collect all papers at the end to reduce the amount of close contact with candidates.

- After Orientation: Ask group to wash their hands, then hiring managers should sanitize the area where candidates worked at after they leave.

If you find that things need to be changed to fit the safety of your restaurant, check with your supervisor and do what you think is best. Make sure to take care of your restaurant and be in contact with those on your hiring team that have been affected by this.