

# Hiring Checklist

## The following steps should be completed when interviewing and hiring new employees:

- 1. Make sure ALL candidates that you interview who are new to City employment sign the Pre-Employment Controlled Substances/Drug Test Requirement and Consent Form at the interview. (These completed forms should be kept with your interview materials.)
- 2. Provide the candidates at the interview with a copy of the Concentra "Authorization for Medical Examination and Pre-placement Drug Testing" form. Make sure the title for the position being filled and the Physical Exam number have been filled in, and the components of the exam checked. Make sure the appropriate drug test type is checked, and the form is signed at the bottom. Also provide the candidate with "Donor Instructions". If you have any questions or comments regarding the exam components, please call Michelle Stein (Ext. 3394) immediately (before giving form to applicant for physical exam).

**For positions requiring a CDL**, also give them the yellow "DOT Collection Site Intake form".

- 3. Verify the degrees, licenses or other credentials required for this position. Check their backgrounds to insure that interviewees meet requirements. Check for any restrictions these individuals may have. Conduct a criminal background investigation. Contact Michelle Stein at Ext. 3394 if you have any questions (mstein@milwaukee.gov).

***It is important to follow this procedure and to notify the Certification Section (see steps 4, 5.a. and 5.b.) to successfully implement the City's Drug Testing Policy. Your department head and your policy information coordinator have a copy of the City of Milwaukee Pre-Employment Drug Testing Policy.***

- 4. Contact the Certification Unit (Ext. 3395 or kkamla@milwaukee.gov), to confirm that this appointment will be appropriate under Civil Service Rules before making a job offer.
- 5. If your new hire is new to City employment, they must pass a pre-employment medical examination and a drug test before they are able to start work with the City of Milwaukee. DER will send you an e-mail informing you that the new hire candidate is ok to be hired once all of the exam results have been received.
  - Candidates must **FIRST** go to Concentra for their pre-employment physical exam and then will need to go to Express Drug Screening to take the drug test. Express Drug Screening is located at 2525 N Mayfair Rd.
    - Express Drug Screening's hours of operation are M-F 7:30-4:30. Candidates must arrive at Concentra by no later than 1 p.m. to ensure that they will have enough time to make it to the drug testing site before they close.

- 5a. Send an e-mail to: [hirenotify@milwaukee.gov](mailto:hirenotify@milwaukee.gov) **immediately** after you have an accepted offer of employment to confirm that a job offer has been made & accepted, and that the new hire has been notified that they must take a pre-employment physical exam and drug test.
  - The pre-employment tests must be taken within no more than two business days of the date that the employment offer was accepted - be mindful of this when making a job offer.

- 5b. **For positions requiring a CDL:**
  - Also contact Jason Blasiola at Ext. 3462 or E-mail (jblasi@milwaukee.gov) **immediately** after you have an accepted offer of employment for positions requiring a CDL license to confirm that your new hire has been notified to report to a Collection Site for drug testing within two business days of acceptance. Jason will notify DER as soon as he receives results of the drug test.

- 6. If your new hire is new to City employment they must complete an electronic form I-9. This **MUST** be done just prior to their start date (within 3 days) or **ON** their first day of employment. They **MUST** complete this form; **it is a condition of their employment.**
  - Be sure to give your employee the I-9 instructions that are included in the pre-employment packet that you received from DER. It describes in detail the two-step process that the employee must follow to complete the requirement.

- 7. Verify Proof of Residency. (For nonresidents, make sure you monitor their efforts to move into the City to meet the residency requirements on the job announcement sheet.)

- 8. Notify your payroll clerk of this new hire.

- 9. Provide the attached "Safety Orientation" form to your new employee on his/her start date and review the items with the employee. Indicate the employee's name, your name and the date of the session on the form. Provide a copy to the employee, and place a copy in the employee's personnel folder.

- 10. Give Attached "New Employee Orientation" form to new employees after filling in Date of Session. Call Judy at Ext. 3650 or E-Mail (jkamme@milwaukee.gov) to reserve a space for the new employee at that orientation session.