

Step 1: Job Review

- [Job Posting Template](#)
- [Job Description Template](#)
- [Contractor v. Employee Twenty Factor Test](#)
- [Salary Survey Request Form](#)
- [Overtime Exemption Duties Test Worksheet](#)

Step 2: Application

- [Application Template](#)
- [Prism Applicant Tracking Agreement](#)

Step 3: Interview

- [Interview Questions – Do's and Don'ts Guidelines](#)
- [Phone Interview Sample Questions](#)
- [In-Person Interview Sample Questions](#)

Step 4: Post Interview

- [Offer Letter Template](#)
- [Background Check Agreement](#)
- [Drug Testing Agreement](#)
- [Reference Check Authorization Form](#)
- [Reference Check Questionnaire](#)

Additional Resources:

- [Job Aid – Records Retention](#)
 - [Webinar – Drug Testing: Is Your Policy Compliant?](#)
 - [Webinar – Five Best Hiring Hacks](#)
 - [Webinar – Finding and Keeping Great Employees](#)
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