

Staff Hiring and Certifications

Name: _____ Contact Information: _____

| <i>Item</i> | <i>Date</i> | <i>Rating</i> | <i>Comments/Expiration Date</i> | <i>Initials</i> |
|------------------------------|-------------|---------------|---------------------------------|-----------------|
| Cover Letter | | | | |
| Resume | | | | |
| Tough Questions | | | | |
| Reference #1 | | | | |
| Reference #2 | | | | |
| Reference #3 | | | | |
| 48 Hour First Contact: NO | | | | |
| 48 Hour First Contact: YES | | | | |
| Formal interview | | | | |
| 48 Hour Position Status: NO | | | | |
| 48 Hour Position Status: YES | | | | |
| Position Accepted | | | | |
| New Staff Packet sent | | | | |
| Contract received | | | | |
| Background Check completed | | | | |
| Staff Training completed | | | | |
| Staff Paperwork completed | | | | |
| Archery Certification | | | | |
| Climbing Certification | | | | |
| First Aid Certification | | | | |
| CPR Certification | | | | |

General Comments: