

**GOLD Recruiter Training Guide**  
**(Updated 04/2025)**

**WELCOME TO THE RECRUITER TRAINING CENTER**  
**LET'S START BY GETTING TO KNOW DRIVELINE A LITTLE BETTER**  
**AND GOING OVER SOME OF THE MAIN RULES**

**VIDEO** Welcome Aboard DriveLine Solutions Recruiting Team!  
**LINK** Top 10 Important Rules

**RECRUITER TRAINING PART 1**  
**SETTING UP FOR SUCCESS!**

**STEP 1**

**Let's Get Logged Into the platforms first**

**VIDEO** Setting Up Your Email & Application  
**LINK** Download the Email Signature & Graphic  
**Copy** <https://intelliapp.driverapponline.com/c/drivelinesolutions?r=FirstName-LastName>

**STEP 2**

**SET UP YOUR BREEZY HR ACCOUNT**

**VIDEO** Signing Up with Breezy HR  
**LINK** DLS Account Breezy Sign Up Page

**STEP 3**  
**SET UP YOUR TENSTREET ACCOUNT**

**VIDEO** [Logging into Tenstreet \(May take a couple of business days to receive Login Credentials\)](#)  
**LINK** [Tenstreet Sign in Page](#)

**STEP 4**  
**LOGGING INTO ZOHO RECRUIT**

**VIDEO** [Logging into Zoho Recruit](#)  
**LINK** [Zoho Sign in Page](#)

**RECRUIER TRAINING PART 2**  
**LEARNING THE 6 STAGES OF THE RECRUITING PROCESS**

**STAGE 1**  
**CHOOSING THE JOBS YOU WANT TO RECRUIT FOR**

**VIDEO** [How to choose the jobs you want to start with](#)  
**LINK** [View Open Jobs List in Zoho](#)

**STAGE 2**  
**POST ADS THEN CALL ON NEW DRIVERS IN ZOHO WHILE WAITING ON AD RESPONSES**

- VIDEO** Posting Your Job Ads in Breezy
- VIDEO** How to find places to advertise for Drivers
- LINK** Places to Advertise Your Jobs
- LINK** Form to Request Posting Your Jobs in Tenstreet
- LINK** Drivers in Zoho Waiting to be Called

### **STAGE 3**

#### **WHEN DRIVERS APPLY TO YOUR ADS**

- VIDEO** Check Tenstreet for New Applications
- VIDEO** Adding Your Drivers to Zoho
- EMAIL** Resume Upload Email: [resume.upload@drivelinesolutions.net](mailto:resume.upload@drivelinesolutions.net)
- LINK** Follow the Recruiter's Secret Recipe For Success (This got me to six figures!)
- LINK** Before Call - Email Templates
- LINK** Before Call - Text Templates

### **STAGE 4**

#### **MAKING THE CALLS & PITCHING THE JOB**

- VIDEO** How to make the calls & pitch the jobs
- VIDEO** Searching for Jobs in Zoho
- LINK** Screening Questions to Ask Every Driver
- LINK** Call Scripts
- LINK** After Call - Email Template

**LINK** [After Call - Text Templates](#)

## **STAGE 5**

### **ONCE YOU HAVE THE DRIVER'S APP & DOCUMENTS NEEDED**

**VIDEO** [Update Your Driver's App in Tenstreet](#)

**VIDEO** [How to Submit Your Driver to Safety](#)

**LINK** [Driver Submit Form](#)

## **STAGE 6**

### **WHAT TO DO AFTER SUBMITTING YOUR DRIVER**

**VIDEO** [What to do After Submitting Your Driver](#)

**LINK** [Live Driver Status Updates Link](#)

## **EXTRAS**

### **CHECK OUT THE RECRUITER PORTAL FOR MORE**

**VIDEO** [Recruiter Portal Overview](#)

**LINK** [Request Access to the Recruiter Portal](#)