

SILVER 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

Set up your DriveLine Email & App Link?
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

LOGGING INTO ZOHU RECRUIT

VIDEO Logging into Zoho Recruit
NOTE BE SURE TO READ ALL THE RULES PLEASE
LINK Zoho Sign in Page

RECRUITER 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 ZOHIO WHILE WAITING ON AD RESPONSES

VIDEO How to find places to advertise for Drivers
LINK Places to Advertise Your Jobs
LINK Drivers in Zoho Waiting to be Called

STAGE 3

WHAT TO DO WHEN DRIVERS START TO APPLY

VIDEO Check Apps In Folder for New Applications
LINK Check the Apps In Folder
VIDEO Adding Your Drivers to Zoho
EMAIL Resume Upload Email: 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 with PDFescape (Free)
- LINK** PDF Escape Free Sign Up Link
- 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