Interview Process Policies and Agreement

Interview Process Policies

At 7B Moving, we believe that a sit-down interview does not provide adequate information for the Company, or the applicant, to make an informed decision about employment. Therefore, we have a thorough interview process to ensure that employment is a good fit for both parties. The invitation to partake of any step of the process does not guarantee employment.

Step 1: Application Process

* All applicants must fill out a 7B Moving application and provide industry-related references.
* Driver applicants must fill out the Driver Application Package, as required by the FMCSA to maintain our interstate authority.

Step 2: Sit-Down Interview

* Qualified applicants will be invited to a sit-down interview with one of the founders. Interviews will last approximately 15-30 minutes.
* If you were unable to submit your application through email, please bring completed application, along with this form, to your interview. In addition, if you are unable to print or use public library printers, please show up to your interview at least 15 minutes early to complete your application on site.
* Please bring your driver’s license and Social Security card or US Passport to your sit-down interview for verification of eligibility to work in the US. If you don’t have these documents, a list of acceptable documents can be found on the I-9 Form, available on our website or through the IRS.
* Qualified drivers, please bring current DOT Health Card.

Step 3: Pre-Employment Screening

* For the safety of our employees and customers, all qualified applicants must agree to a background check.
* 7B Moving has partnered with Bonner General Occupational Health to provide a drug-free work environment.
* Qualified applicants will be required to schedule an appointment at the Occupational Health Center located at …………………………..
* Qualified driver applicants are required to have a current DOT Health Card. If you do not have one, Bonner General Occupational Health offers a DOT Physical for ……………...

Step 4: Working Interview

* The final step to gaining employment with 7B Moving is a working interview.
* Qualified applicants will take part in a move from start to finish with one of our founders and an experienced employee. They will receive a Company T-shirt to wear which will be returned to the Company at the end of that job.
* Working interviews will be paid through the regular weekly payroll and, as such, require a completed W-4 and I-9 form.
* As the customer will not be paying for an additional mover, interviewees will be paid at a lower rate of $12/hour.
* At any point during the working interview, if it is determined that the interviewee is not fit for employment, they will be asked to either have someone pick them up or wait in the truck until the job is complete.
* Completion of a working interview does not guarantee employment.

Step 5: 30-Day Trial Period

* The first 30 days of employment is considered a “Trial Period.”
* There will be a 30-Day Review for all new hires

Step 6: Driving Exam (Driver Applicants only)

* USDOT regulations require us to perform driving exams for all new drivers to maintain our interstate authority.

Interview Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have fully read, understand and agree to the 7B Moving Interview Process Policies. I understand that if I am invited to partake in any step of the process, it does not guarantee me an offer of employment.

Employee Signature Date