



INTERVIEW CHECKLIST

APPLICANT: _____ **DATE OF INTERVIEW** _____

This checklist is used to ensure the applicant is given the information necessary to determine if the job/company is consistent with the applicant's expectations. It is not an offer of employment or guarantee of employment for any specific time period.

JOB OVERVIEW

- What jobs are available
- Cross-training/promotion based performance/attendance
- Willingness to do other duties as assigned (ex: pick up trash)
- Customer service expectations (acknowledge each customer that walks by)

SCHEDULES

- Hours of Operation
- Must arrive on time (call and speak with manager personally if late or can't come in)
- Requesting time off
- Breaks/lunches not guaranteed
- Rain Days (will do everything possible accommodate in order to get hours; preference will be given to employees with best job performance)

UNIFORM POLICY

- Uniform must be clean and pressed
- Wash Tub t-shirt tucked in
- Khaki pants/shorts (form fitting worn around waist)
- Wash Tub hat or solid red ball cap with no logo facing forward
- No large belt buckles
- No extreme hair styles
- No visible pierced accessory for males and females
- No earrings for males
- No visible tattoos
- No sunglasses

PAY DAY

- Every other Friday - pay checks are distributed at the mandatory safety meeting

BENEFITS

- 401(k) (at least 20 hrs per week, 1 year of employment, enrollment January 1 & July 1)
- Life Ins, Accident, Cancer, Disability, Dental (must be employed on or before December 31, at least 18 years of age, must work at least 30 hrs per week, enrollment each March)

WORKING CONDITIONS

- Extreme hot/cold

OTHER

Manager Signature

Applicant Signature