

New Hire Process



Paradise Pizza

In our slice of Paradise, we strive to exceed the expectations of our customers, and guide teams to surpass their expectations of themselves.

Hiring Checklist

1. Search Smart Recruiter for Applicants
2. Check applicants resume and screening.
3. Email applicant from smart recruiters and/or call requesting an interview
4. Once the interview is confirmed, send email through smart recruiters to applicant with location, day, and time of interview.
5. Go through the interview sheet in the interview, go over steps from here, pay, position options, store options etc.
6. Determine if they meet the need and for which store, *check with supervisor on placement*.
7. If applicant is a minor** send minor background and minor drug test consent. You will need those emailed back to you and completed prior to sending Allpay onboarding.
8. Call applicants to let them know you are sending the onboarding paperwork to them in email from hralliance. Let them know to complete in a timely manner, and once done you will schedule them for second steps. Second Steps are sent through Allpay.
9. Scheduling for 2nd steps approximate time for second steps 30mins. Call applicants to let them know when they can come in for their second steps. Go over what is involved in the 2nd step process. Drug test, 2 forms id, insurance, registration, vehicle inspection, background check, mvr. CSR- Drug test, 2 forms of id, background check. Background checks are submitted through informart. Once they have provided all required forms and you are finished with second steps let them know once the background is completed you will reach out with next steps.
10. Send Kenda Driver applicants Drivers license, registration, vehicle inspection, insurance. Acrisure has to get approval for drivers from insurance carrier prior to driving, once the background/mvr is completed.
11. At this stage you are waiting for background/mvr to finish, once completed kenda will send it to the insurance carrier and email you back with their status.

12. Orientation* Call applicant schedule orientation at 5161, I recommend unless it's a slow week to schedule more than 1 orientation for the same time. More efficient. Orientation takes generally 1 ½ hours to 3 hours depending on how many people I usually don't schedule more than 4 to 5 in one orientation class.
13. Once applicants arrive have them start on their NEO signoff 2026
14. While applicants are working on NEO signoff 2026, bring 1 at a time to the back using your laptop and wizardline api. Input them into pulse, have them take a picture of their user/pw for pulse.
15. Once all applicants are inputted into pulse and they have all completed the sign offs.

Neo Signoff 2026, NEO Driving Privileges, Discrimination signoff. Csr's ** NEO signoff 2026, Discrimination signoff. I gather them up, give them their uniforms have them

change. Verify that they are in proper uniform standard, the email you sent letting them know about the day/time for orientation had what they were required to wear.

16. After everyone is changed, do the store walk through going over everything. Drops, lock, dispatch etc. I generally show them order entry at this point, and also have drivers download the app.
17. Once you have completed the walk through, gather them up in the back room. This is when I would do their NEO Orientation signoff 2026. I go over it with all of them at once, the section on availability. I confirm it with them again, they have a place where they indicate that they are confirming their availability, and if they have any willingness to work in 3882. I have them review that and sign the bottom. Once completed send a group message with the manager and the supervisor listing the applicants availability and ask for a start date and time.
18. Time to make the pizzas, I show them how. I have them do it, and help them to make sure the product is round and edible. Show them how to sauce, how to use the scale, I generally do medium pepperoni with the option for extra cheese if they wish. Once the product is in the oven I have them wait near the exit side of the oven while I break down the backroom. Once their product is out, show them how to cut it. Once that is done check to see if you have heard back from the manager, if not let them know you will reach out once you have a start date and time.
19. Once orientation is completed you will need to log into allpay, go to onboarding and complete their onboarding process. Certify I9 by uploading their id's, and convert to employee. Save that write down the Employee ID number on the interview sheet with the start and end time of the orientation class
20. On Monday of payroll weeks using the spreadsheet from the supervisor. Send Joni your new hires with the information required.

** I highly recommend using the back of the interview sheet to document things as you do them. I also generally have them initial beside mine as well.

Example.

Drug test pass date and you initials

2 forms of id

Insurance

Registration

Vehicle inspection

background/mvr

Shirt size and hat/visor

Doing the above will help you not miss anything

In orientation I would do the same on the back of the interview sheet

Neo signoff date/initials

Neo driving privileges

Neo discrimination

Neo Orientation

IN pulse

Reminded to bring lock

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