



PRE-HIRE	
	Application, drivers license, insurance proof
	Drivers license authorization form and check
	Reference check
	Offer letter
	Background check
	Any waivers necessary
	Scanned to drive -must sign upon completion

POST-HIRE	
	Non-compete
	W-4
	Direct deposit form
	Employee Handbook
	Gas card
	Uniform
	All docs scanned to drive

TRAINING-CHECKLIST	
	Chemistry, circulation, filtration
	PPS protocol 30 min/water/valves/call-in/escalation
	PPS conduct good/bad/consequences
	All dos scanned to drive - must sign upon completion

90-DAY REVIEW	
	POOL REPORT CARDS FROM ROUTE
	Customer/colleague feedback
	Merit increase/bonus (if applicable)
	Schedule next review in email calendar
	All dos scanned to drive - must sign upon completion

Notes:



