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## Hiring Toolkit







VLCT's Hiring Toolkit includes legal and best practice guidance along with sample documents to aid legislative bodies, supervisors, managers, and HR directors in making hiring decisions. The toolkit includes information on employment advertising, job applications, interviewing, and I-9s.

While every effort is made to provide members with the most accurate information possible, these documents do not constitute legal advice.

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VLCT Members may contact the Municipal Assistance Center Inquiry Service at 1-800-649-7915 or email [info@vlct.org](mailto:info@vlct.org). PACIF members may contact Jill Muhr, Senior Human Resources Consultant, for the [PACIF HR Consultation Program](#) [1] at [jmuhr@vlct.org](mailto:jmuhr@vlct.org) [2] or 1-800-649-7915 for individual assistance.

### Documents:

-  [Steps to Hiring Well.pdf](#) [3]
-  [What to Include in an Employment Ad.docx](#) [4]
-  [Lawful Interviews.docx](#) [5]
-  [Human Resources FAQs I-9s.pdf](#) [6]
-  [Sample Job Application for non-CDL positions.pdf](#) [7]
-  [Sample New Hire Checklist.docx](#) [8]

### Links:

- [Human Resources Page](#) [9]
- [PACIF Human Resources Consulting Program](#) [1]
- [CMV Operators Toolkit](#) [10]

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### Resource Category:

- Toolkit
- Template
- Guidance

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## Links

[1] <https://www.vlct.org/insurance/pacif/human-resources-consultation-program>

[2] <mailto:jmuhr@vlct.org>

[3] [https://www.vlct.org/sites/default/files/documents/Resource/Steps%20to%20Hiring%20Well\\_0.pdf](https://www.vlct.org/sites/default/files/documents/Resource/Steps%20to%20Hiring%20Well_0.pdf)

[4] <https://www.vlct.org/sites/default/files/documents/Resource/What%20to%20Include%20in%20an%20Employment%20Ad.docx>

[5] <https://www.vlct.org/sites/default/files/documents/Resource/Lawful%20Interviews.docx>

[6] <https://www.vlct.org/sites/default/files/documents/Resource/Human%20Resources%20FAQs%20I-9s.pdf>

[7] [https://www.vlct.org/sites/default/files/documents/Resource/Sample%20Job%20Application%20for%20non-CDL%20positions\\_0.pdf](https://www.vlct.org/sites/default/files/documents/Resource/Sample%20Job%20Application%20for%20non-CDL%20positions_0.pdf)

[8] <https://www.vlct.org/sites/default/files/documents/Resource/Sample%20New%20Hire%20Checklist.docx>

[9] <https://www.vlct.org/municipal-assistance/municipal-topics/human-resources>

[10] <https://www.vlct.org/resource/commercial-motor-vehicle-cmv-operations-toolkit>