Describe the real job

Complete the actual role details before posting. Keep a saved blank master.

COMPANY

ROLE TITLE

WORK LOCATION / TERRITORY

SCHEDULE / EMPLOYMENT TYPE

ACTUAL PAY RANGE / PAY BASIS

WORK / SURFACES / ESSENTIAL DUTIES

RELEVANT SKILLS / EXPERIENCE

TRAINING / SUPERVISION / EQUIPMENT / BENEFITS PROVIDED

HOW TO APPLY

Confirm local pay-transparency and employment requirements before publishing.

Interview for evidence

Use the same job-related questions and scoring criteria for every candidate.

CANDIDATE / PRIVATE RECORD

INTERVIEWER / DATE

Score 1-5: 1 = little relevant evidence; 3 = workable example; 5 = clear, detailed evidence.

1. Preparation: Walk me through preparing a previously painted room.

SCORE 1-5 **SPECIFIC EXAMPLE / EVIDENCE**

2. Protection: How do you protect floors, furniture and adjacent surfaces?

SCORE 1-5 **SPECIFIC EXAMPLE / EVIDENCE**

3. Safe-work judgment: What would make you pause and ask a qualified supervisor?

SCORE 1-5 **SPECIFIC EXAMPLE / EVIDENCE**

4. Communication: How do you handle a customer asking for an extra surface?

SCORE 1-5 **SPECIFIC EXAMPLE / EVIDENCE**

5. Workmanship: Describe a finish issue you corrected and how you checked it.

SCORE 1-5 **SPECIFIC EXAMPLE / EVIDENCE**

FOLLOW-UP / DECISION / REASON

Keep notes private. Plan supervised practical assessments and address any required pay.

Make the first day count

Assign a qualified supervisor and prepare the actual work before the new hire arrives.

NEW HIRE / START DATE

SUPERVISOR / CONTACT

- [ ] Confirm reporting location, start time and the actual assignment.
- [ ] Complete required employment and payroll onboarding.
- [ ] Provide role-specific training, tools and protective equipment.
- [ ] Review the approved scope, products and manufacturer instructions.
- [ ] Walk through room protection, access, cleanup and customer boundaries.
- [ ] Explain stop-work conditions and who can authorize a change.
- [ ] Assign supervision appropriate to the worker and task.
- [ ] Review the first day's work and record the next training step.

TRAINING / HANDOFF NOTES

Source context: EEOC Small Business Resource Center; U.S. DOL Wage and Hour Division.

eeoc.gov/employers/small-business | dol.gov/agencies/whd

Original BWP worksheets. Apply your role-specific and local requirements.