MILLER PIPELINE
AN MVERGE COMPANY

Hiring Process for Field Managers

HR Recruiter posts job and sources candidates →

Miller Pipeline website, Indeed, Facebook, LinkedIn, or Referrals, etc.

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Recruiter screens and sends qualified candidates to hiring manager for review

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If manager is interested, recruiter or manager schedules an interview

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Interview →

Please see Interview Guidelines

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Pre-offer Safety Assessment →

If you are inclined to offer this candidate the position, please have them complete our online job application and Safety Assessment. Thank them and let them know we will be in touch very soon. HR will let you know the test results.

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Extend offer →

Convey the offer, along with our congratulations! Please inform them that the offer is contingent upon them passing the background/MVR check, drug screen and post–offer functional capacity test. **Please let candidate know they must have DOT physical before orientation day.**

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Background/MVR check →

HR – 1-3 day average turnaround.

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Drug Screen →

Orientation Admin and Compliance
1 – 2 days average turnaround when negative result occurs.
2 – 5 days average turnaround when positive result occurs.

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Post-Offer Functional Capacity test →

Orientation Admin and HR
24-hour cancellation is required or Miller pays $100 fee.
1-day average turnaround.

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Orientation (first working day) →

Orientation Admin and Safety – one-day orientation.
New hire should have valid DOT physical and driver's license with them at orientation.