

- **Vetting Spreadsheet**

- All applicants are to be added to the ***Vetting Spreadsheet*** for their market immediately upon receipt, unless they are in DO NOT USE in Ubeya.
 - The actual vetting spreadsheet can be found [HERE](#)
 - Make sure you are in the right market for where the applicant has applied.
- After speaking with the candidate, if you do not move forward with the candidate, highlight applicant line in red, note reason for not moving forward, and write out “did not move forward”. This same process applies if the candidate misses their scheduled vetting call.

John	Doe		3/11/20	856.842.9286	adrav20@gmail.com	Did not move forward - Only wanted one specific blackjack event. No relevant experience, has gauges and a lip piercing.
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- When moving forward, the notes in the spreadsheet need to include the following from the vetting call:
 - General/relevant work history
 - Transportation method: Personal or public
 - Does staff have uniform
 - Any piercings, exposed tattoos, unnatural hair color, facial hair
 - Response to question regarding if they have a clear background
 - Any certifications that they have

James	Doe		3/11/20	432.955.4992	tyllerredcop511@gmail.com	Went to culinary school but then got into bartending. Prefers bartending. Only a couple of months of serving experience, then about 6 months as a line lead and fry cook then moved to bartending for the last year. TABC, ServSafe and Food Handlers Certified. Has uniform, no facial hair, facial jewelry or exposed tattoos, has transportation, clear bg. Sent app and onboarding.
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