**Hiring & Staff Retention**

**Inputs**
- Recruiting
- Screening
- Interviewing
- Staffing
- Scanning
- MSDE Check
- Drug/Alcohol Test
- Background Check
- Employee Orient.
- Onboarding
- Fingerprinting
- Physicals
- ID Badges

**Actions Taken**
- Terminations
- Demotions
- Unemploy Hearing
- Wkr Comp Hearing
- Career Counseling
- Hr/location changes
- CDL-Chk. Reimb.
- Leaves

**Guides**
- US DOT Regulations
- MCPS Class Description
- MCPS Policies/Regulations
- Section G (all); ABA-EA; ACA-RA; ACA; ACB; ACE; ACF; ACF-RA; ACG; ACG-RA; AEB; BBB; COH-EA; DLB-RA; EBI-EA; EBI-RA; EEA; EEA-EA; EEA-RA; EEB-RA; EEB-EB; EGI-RA; EIF-RA; KBA-RB

**Enablers**
- DOT HR Staff
- DOT Central Administration
- DOT Depot Managers
- DOT Safety & Training Unit

**Outputs**
- Full staffing with qualified, knowledgeable & safe employees
- Completed/Resolved Actions Taken

**Process Begins when**
- Need for DOT HR Service

**Process Complete when**
- Service need is met

**References**
- COMAR Regulations Section 13A.06.07.06
- MCPS Labor Contracts