

Driver-hiring scope checklist

A planning checklist, not a substitute for legal review.

Approve the outreach model

Confirm who owns the outreach channel, messaging registration, scripts, candidate consent records, opt-outs, and contact schedules.

Set screening rules

Approve consistent job-related criteria and candidate scripts. Confirm the required EEO and privacy training before the first candidate contact.

Keep decisions with the employer

Name the hiring decision-maker. Define the authorized background-check provider. Employer counsel owns FCRA disclosures, authorizations, notices, and adverse-action decisions.

Define candidate data access

Agree ATS permissions, data collection purpose, approved storage, retention and deletion. Limit access to what each role needs.

Protect timekeeping boundaries

Recruiting admin never edits timekeeping. If access is approved, define read-only visibility and who handles employment-policy questions.

Agree the pilot scorecard

Record the starting funnel. Define resume review time, reminders, interview show rate, ATS accuracy, escalation contacts, and review cadence in the signed scope.

Proposed working principles. Review with counsel. Final commitments are in the signed scope.