



BEST Program: Onboarding Tracking Sheet

Employee Name: _____ **BSLN ID:** _____ **Date:** _____

Circle Craft: Scaffold Insulation Paint Refractory/Fireproofing

Phase 1: Hiring Center Evaluation

(A-Lead Craft Worker B-Journey Level C-Apprentice D-Helper)

Hiring Center Evaluation	A	B	C	D	Initials
1. Work History					
2. Interview					
3. Pre-Employment Knowledge Assessment (Written)					
4. Pre-Employment Practical Assessment ("Touch & Learn")					

This candidate has applied for the position of _____ and his/her classification was confirmed/adjusted by the hiring representative to be a(n) _____.

Hiring Representative Signature: _____ **Date:** _____

Classification Definitions (All years of experience are *minimums* only)

Lead Craft Worker	Same qualifications as Journey Level but leads, manages or supervises other personnel (4 yrs+)
Journey Level Craft Worker	Sufficient work experience, knowledge and skill to execute all aspects of the craft (minimum 3yrs+)
Apprentice Level Craft Worker	Craft worker with less than journey level skills, but more than helper level (6 mos – 3 yrs.)
Helper	Entry level worker with little or no experience (0-6 mos.)

Phase 2: Pre-Assignment Onboarding & Safety Training

Standard Training Courses	Complete	Confirmed by (Initials)
1. BrandSafway New Employee Orientation		
2. BrandSafway Code of Conduct		
3. Safety Training TBD by Safety Dept.		
4. Safety Training TBD by Safety Dept.		
5. Safety Training TBD by Safety Dept.		
6. Safety Training TBD by Safety Dept.		

Hiring Representative Signature: _____ **Date:** _____