

Hubbard Brook Hiring Checklist

The hiring process can happen with a good deal of urgency. In the eagerness to hire or to be hired, some details regarding job expectations may be overlooked which could lead to some unwanted miscommunication. We hope that the Hiring Checklist could prevent this.

- **What is the Hiring Checklist?**
 - An optional tool for PIs/field crew members to use during the hiring process to help improve communication about job requirements
 - This checklist is a tool that is available for use and is not required
 - Was inspired by feedback
 - from students who arrived at Hubbard Brook and were surprised by the job expectation
 - from PIs about students who were not able or willing to perform some job duties

- **Filling out the checklist:** PI's are encouraged to fill this out, and then shared with their crew or individual workers. Feel free to only fill out the questions that apply and/or add additional questions.

- **Questions:**
 - **Communicating Job Expectations:**
 - What is everyone's role? What are everyone's responsibilities? Who does everyone report to? What is the 'chain of command'?
 - What are the work expectations? What are work schedules going to look like?
 - What would a typical day look like?
 - Who will they be directly working with?
 - Will they be alone in the field? Will they be paired with anyone?
 - For how long will they be in the field for? How far away will they be from others?
 - How does the weather impact field work? What will field work during rainy days look like?
 - Are there any exposures/hazards one should be aware of (intensity of black flies, rugged field work, etc.) What are the physical demands for the season? Will there be any field safety training/preparation?
 - *Perceptions of physical demand are very different for everyone; having an elevation gain for hikes, or some value to determine hike/fieldwork difficulty could be helpful for self-analysis.*
 - *Resource: [How to Determine Hiking Difficulty](#)*
 - What is the field gear that one should bring for the field season? Is there an existing gear list that could be shared?
 - How is off-time going to work? How are sick days going to work? What is the process of requesting a sick day?

- What is the flexibility for start dates, ends dates, and days off?
- How will compensation work? When should payment be expected?
- Additional Expectations/Questions:
 - *[space for crewmembers to add questions]*
 - *[space for crewmembers to add questions]*
 - *[space for crewmembers to add questions]*