



Hiring Process Guide for Parents and Employees

Use these steps to track your progress through the hiring process.

Contact your Staffing Department for assistance.

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Tifani: 410-891-4260
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- _____ **1. Submit an employment application.** Apply online at www.drdlifeguard.com and click on “Employment Application”. No prior certification is required. Indicate your pool preference when prompted on the application.
- _____ **2. Schedule an Interview.** Once your application has been received, you will be contacted to discuss available dates to come in for an interview at the Hunt Valley office.
- _____ **3. Job Offer:** The staffing coordinator will contact you with a job offer. Review and discuss job expectations/policies with parents/family then communicate with DRD to accept or decline the position.
- _____ **4. Employee Welcome Email:** Upon accepting the job offer and being hired, DRD will send you an email outlining the hiring steps along with an Employee Task Checklist to guide you through the employment and training process.
- _____ **5. Lifeguard Training:** Register for Lifeguard Training at www.drdlifeguard.com using the directions on your “2022 Employee Task Checklist” included in your Employee Welcome email. Training includes:

Part 1 - Online Learning Course
Part 2 - Virtual training
Part 3 – In-Person training
- _____ **6. Employment Paperwork:** You will receive an email from our electronic onboarding program, “**321 Forms**”, containing a link which will allow you to access your employee packet of required documents. All documents must be submitted at time of hire to officially complete the hiring process and ensure you are paid properly. Be careful to enter your personal information accurately on all forms.
- _____ **7. DRD Employee Orientation:** All employees must complete this one-time, self-paced, online course. You will receive an invitation email from DRDPools LearnUpon system to set up your account and access the course.
- _____ **8. Pool Operator Certification:** If applicable for your position of hire, register for a New or Renewal Pool Operator course at www.drdlifeguard.com. All Pool Operator licenses must be valid through the end of the current season. (9/5/22)
- _____ **9. Submit Time-Off Requests:** During the Employee Orientation, employees will be directed in procedures for scheduling and to submit time-off requests through the online “Infinitime” tracking system. **ALL time off requests from Opening Day (5/28/22) through June 15th need to be submitted online by May 1st.**
- _____ **10. Pre-Season Facility Training and Preparation:** All employees will be contacted in April/May by their supervisor/manager with dates for mandatory pre-season paid sessions including on-site facility training and on-site skills review at their specific pool location prior to your first lifeguard shift. You will also be required to assist in preparing your pool for Opening Day.