Initial Screening Tip – Martin County

When doing an initial screening, the agency obtains and copies any pertinent verifications the applicant has with them and clips them to the CAF. This little extra step is helpful both to the applicant and the future interviewer.

This is especially valuable if a phone interview is conducted after the screening, but also useful for a future face to face interview – the client does not have to remember to bring back the verifications previously provided.

Incorporating this practice into front desk protocol any time an application is dropped off, would simplify the application process.