



CHECKLIST FOR SUCCESSFUL COMPLETION OF WSF INFORMATION AGENT HIRING PROCESS

Please note that failure to return materials requested in a timely manner or failure to complete all necessary steps in appropriate timeframe may cause your application to be dropped from consideration.

Following are the steps in the hiring process. Applicants who are invited to an interview will receive further information about each step. As an applicant successfully completes each step in the process he/she will be given information about the next steps.

- ❑ Successful completion of interview at Washington State Ferries headquarters in Seattle, WA.
- ❑ Successfully complete a job related evaluation (computer skills evaluation for Information Department).
- ❑ Successful background check which includes previous employment and criminal background check.
- ❑ Successful completion of drug test, hearing test and physical evaluation at the WSF contracted medical clinic.
- ❑ Successful completion of an Orientation. For Information Department: Multi-day orientation including classroom setting, on-the-job training on phones, computer and information desk.

