

COLLIN COUNTY PUBLIC WORKS HIRING PROCESS CDL + CDL TRAINEES

01



Application Submitted

When you have completed all required portions of the application, you will finalize and submit. Application requirements are provided in the FAQ section of the HR page.

02



Application Review

The Public Works hiring manager(s) review applications for the positions they have open. They will contact candidates directly to schedule interviews.

03



Interview(s)

If selected for an interview, you will be contacted by the hiring manager. Interviews may be conducted on the phone, by video chat, in person with one interviewer, or with a panel of interviewers. There may also be multiple interviews.

04



Selection & Contingent Offer

After a selection has been made, the department will extend a contingent job offer. The offer is contingent on completing the remaining steps in the hiring process.

05



Pre-Employment Physical and FPCA

All County new hires must complete a post-offer pre-employment physical, including a drug screen. Truck Driver and Maintenance Specialist also require a Functional Physical Capacity Assessment (FPCA). You must pass in order to qualify for hire.

06



Driving Record Check

Licensed CDL drivers and CDL trainees in the Maintenance Specialist role will have their driving records reviewed for compliance with department and County requirements. The DOT Clearinghouse will also be checked.

07



Hire and Onboarding

You will begin employment on the agreed upon date, and complete your Onboarding meeting with Human Resources. This includes completing your federal form I-9 (eligibility for employment form) and providing required identification.