

Dispatcher Hiring Process Checklist

Dispatcher hiring processes differ. Use this checklist as an organizer and record the employer's actual instructions beside each step. A checked box is a planning record, not proof that you meet a state standard or have been hired.

Read the accessible web version: <https://californiadispatcherpractice.com/resources/downloads/dispatcher-hiring-checklist>

How to use this resource

1. Start a separate copy for each employer.
2. Mark a step 'not required' only when the employer confirms it; do not assume every hiring process includes every item.
3. Use the official application portal and keep a copy of submitted materials.
4. Do not put Social Security numbers, medical details, passwords or background-investigation narratives on this worksheet.

Opening and application

- ☐ Record the official posting URL, title, closing date and time zone.
- ☐ Check education, age, work authorization, experience and other listed qualifications.
- ☐ Check required attachments and whether a résumé substitutes for anything.
- ☐ Reconcile employment and education dates before submitting.
- ☐ Save the submission confirmation and follow-up instructions.

Agency / vacancy / official posting

Deadline and application submitted date

Assessments and interviews

- ☐ Confirm the assessment name, scheduling method and any retest or score-transfer rules.
- ☐ Confirm whether typing documentation or a separate skills test is required.
- ☐ Read instructions for requesting an accommodation through the designated process, if needed.
- ☐ Prepare honest examples for the interview and questions about training.
- ☐ Record the next official deadline; do not treat silence as an offer.

Assessment and interview dates

Required documents or next instructions

Conditional offer and screening

- ☐ Read which conditions remain before appointment.
- ☐ Complete background forms accurately through the employer's secure channel.
- ☐ Arrange any employer-directed medical, psychological or other screenings.
- ☐ Ask about expected timelines through the employer's published hiring process.
- ☐ Confirm final appointment, start date, training expectations and pay terms in the appropriate official documentation.

Conditions still pending, using non-sensitive labels only

Confirmed next step and date

Training / probation questions to resolve

Keep the record useful

Some agencies reorder steps or use an eligibility list before an opening exists. Record what actually happens. Avoid resigning or making major commitments based solely on a tentative timeline; evaluate the employer's written instructions and your circumstances.

Related resources

[Career guides by state](#)

[Hiring timeline guide](#)

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