



**New Lifeguard Checklist**

Step	Task	Notes
1	Pass a water test	Click: on "Calendar" tab. Click: on "Events" tab. Click: on a date beginning in December that says "Water Screening." Click: on the link to see the details. <b>MUST PASS WATER TEST BEFORE SCHEDULING AN INTERVIEW.</b> May retest if necessary.
2	Schedule an Interview	On the evening you pass your water screening, you will be directed to see Rose. She will schedule you for an interview. Come prepared to schedule your interview time slot at your water test.
3	Apply on-line before your interview	Click: on "Hiring" tab. Click: on "Application" tab. Apply for New Lifeguard. Make sure you get a confirmation screen with an application number. Please only use Internet Explorer or Firefox.
4	Attend interview	Interviews held at the Aquatics office: 9540 Gerwig Lane, Columbia, MD 21046
5	Complete paperwork	All paperwork must be completed <u>and</u> turned into the aquatics office <b>BEFORE</b> you can schedule a certification class.
6a	Attend a certification class	Click: on "Training" tab. Click: on "Lifeguard Class Schedule" Choose a Class Must Contact office to register - 410.312.6332 Must be absolutely sure of date, as no changes or absences will be allowed.
6b	Pass written & practical tests then sign license.	Just because you passed, does not mean you have a position with CA. See next step below.
6c	Receive an offer letter via e-mail	Do not expect an offer letter till mid to late March. Be sure to keep your e-mail address updated for this and all other communications.
7	Attend New Employee: Columbia Association Team Orientation Class	All New CA team members are required to attend an 6—hour Columbia Association Team Orientation class. New employee's cannot work a single day without attending this class. Schedule available February.
8	Attend one of three Aquatics Orientation Nights	PLAN NOW. Clear your calendar. Must attend one date in May. May 1st, 2nd, or 3rd @ 6p.m. No Need to schedule. Just attend one night.