




ASSOCIATE HIRING CHECKLIST

1. Obtain a **completed employment application** and
2. If interested (by phone or in-person), using the application, pre-screen your applicant by asking and completing the **Pre-Interview Questions** (if needed, see sample of helpful hints of good or bad answers).
 - a. *If during the Pre-Interview, any additions, or corrections to the employment application must be completed by applicant only.*
 - b. Pre-Interview Questions Applicant scores:
 - ☐ **Above 14**, move to the **2nd Interview Notes**.
 - ☐ **Below 14**, do not move forward. Thank the applicant for their time. File application(s) in your Operations Drawer.

3. Ask the questions from the **2nd Interview Notes** and complete the form by summarizing your applicant's answers.
 - a. *We are looking for applicants that give you good answers (see sample for helpful hints of good and bad answers).*
 - b. 2nd Interview Questions Applicant scores:
 - ☐ **Above 25**, move to next step
 - ☐ **Below 25**, do not move forward. Thank the applicant for their time. File application(s) in your Operations Drawer.

4.  **ARE YOU EXCITED ABOUT THE APPLICANT? If so, get the Applicant's Commitment on the hourly rate.** Complete the **Final Interview Results** that include the score and summary, complete the Pre-Interview, this form (2nd Interview) and call References. Gather all the required forms for the final approval to hire!
APPLICANT COMMITMENT SCRIPT, SEE BELOW:

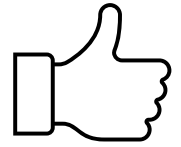
Tell the applicant, "I have a couple more applicants that I am considering for this position that starts at \$_____per hour plus commission. I am going to decide within the next day or so. If you are the one, I select, are you ready to accept this position and will you be able to attend the Onboarding Session during the business work week?"

5. **Fax 6-7 pages to you RDM for approval**

- ☐ New Employment Application (2 pgs)
- ☐ Final Interview Results (1 page)
- ☐ Pre-Interview Questions (1 page)
- ☐ 2nd Interview Notes (2 pages)
- ☐ Phone References (2 pages)



6. **Regional/District Manager reviews Hiring Forms, sign/approves and fax the pages with a completed signed Change of Status to HR.**



7. **HR provides clearance to hire and provides potential schedule date for your applicants Onboarding Appointment. Once received, contact your applicant.**

*Congratulations Hiring Manager, **make conditional job offer to your New Hire.** This is based on the condition that the applicant passes the background check and Onboarding Appointment/Session.*

The offer sentence should be, **"I am ready to extend you a conditional job offer for the associate position at this store at \$_____per hour plus commission on the condition that you pass our background check and Onboarding Session."**

"Come in on (inform date of appointment) so I can review the Pre-Onboarding documentation that you will need to bring during your Onboarding Appointment Day."



8. **After you talk to the applicant, call HR to confirm the Onboarding Appointment date. HR will provide and schedule the Onboarding Appointment date and fax you the following documents to review with your applicant:**
- a. Manager Confirmation Onboarding Appointment Form
 - b. Background Consent Form
 - c. Applicant Acknowledgement Forms (Attendance, List of acceptable documents, Direct Deposit and Dress Code)
9. **The manager reviews all the forms and faxes the completed forms from step 8 to HR. Forms will need to be received by HR the day before the Onboarding appointment by 3:00 p.m. Call HR (x5621 or x5217) to confirm receipt. Keep all hiring paperwork in Ops Drawer file #20.**