



Hire and Pay for Staffing Needs

1. Identify Staffing Needs

Is there a particular time of day that you need coverage?
Seek out applicants with open availability during interviews.

Tips for finding candidates: Check applicants daily in Phenom, ask customers who are visiting your store during the time of day you are needing team members!

2. Interview

Ask the right questions to determine availability and target your schedule needs.

- When are you available to work? What days and times?
- Are you available to work anytime, Monday through Sunday, before we open and after we close? We pay higher rates for open availability and experience
 - If not, can you work during daytime hours?
- What commitments do you have for any time off for vacation, games, or events that will affect your ability to be scheduled?
- Where do you see yourself in the next 1 - 3 years?
- Why do you want this job?

3. Make an Offer

Make offers based on availability and experience.

Pay ranges are provided to create autonomy when hiring and attracting talent.

- Make pay decisions based on experience and skill set.
- Offer higher pay to team members hired for hard to fill daytime shifts or those with open availability. If you need coverage for a particular portion of the store hours, leverage the top part of the range to incentivize when hiring Sales Associates to work those shifts.

*Avoid hiring someone at the very top of the pay range, as then you have no room to increase their pay as they increase their performance.

**Use this chart as reference when determining pay. Other factors may weigh into your offer decision.*

% of Pay Range	Experience	Availability
0 - 25%	0 - 1 year	Minimal
25 - 50%	1 - 2 years	~50% of availability to staffing needs of the store
50 - 85%	2+ years	Open Availability