



New Store Opening Hiring



Payroll

- Location added to Workday once lease is signed
- Support onboarding for new hires

Recruiting

90 Days (From ship to date)

- Email sent to field hiring manager - discuss initial support and strategy for hiring, marketing and recruiting with DM
- Received HM Response (7 days)
- Store Manager roles created

45 Days

- Hiring event date is determined
- TSL and SA roles opened
- Connect with marketing to communicate DM/recruiter/marketing strategy for hiring event

30 Days

- Send hiring status update to DM/RD
- Add Hiring Event to Phenom

Hiring Event (approximately 2 weeks before ship to date)

- Send email to applicants 7 and 1 day prior
- Support TSL and SA hires / target hire date = ship to date

On Going

- Support sourcing efforts
- Connect with Regional Directors on updates and planning, provide any follow-up support as needed.

Marketing

Lease Signed (tentatively)

- Blog posts are created and added to Rally House website

30 Days (From ship to date)

- Hiring event socials are created and advertised

Hiring Manager(s)

90 Days (From ship to date)

- Respond to recruitment email discussing initial support and strategy for hiring

60 Days

- Target for Store Manager hire (offer accepted)

45 Days

- Target for Store Manager start date, training begins
- District Manager sends hiring update on location. (Include Paul, Regional Director, and Recruiting)
- Hiring event date is finalized

Hiring Event (approximately 2 weeks before ship to date)

- Send post-hiring event email to recruiting
- Make offers for TSL and SA hires / target start date = ship to date

On Going

- Check requisitions daily
- On going sourcing efforts
- Regional Director provides updates during the succession plan on hiring and any needs of the store.

Recruiting for NSO's

PROMOTE YOUR JOBS

Promote your jobs through online job boards, social media platforms, industry networks, and local community organizations. Get eye-catching brochures, and flyers that showcase your company, available positions, and the benefits of working with your organization. Click [HERE](#) for material.



POST ON:

- LinkedIn
- Facebook
- Twitter (x)

DISTUBUTE FLYERS:

- Campus Job Boards
- Community Social Areas (Community Center, Libraries...)



STAY UP TO DATE IN PHENOM

Check your Phenom applications daily and be proactive!

Our goal is to reach out to applicants within 24-48 hours after they have applied. The quicker we schedule interviews, the quicker we can bring on new employees!

If you have noticed your application rates have decreased, reach out to the Recruiting team.