

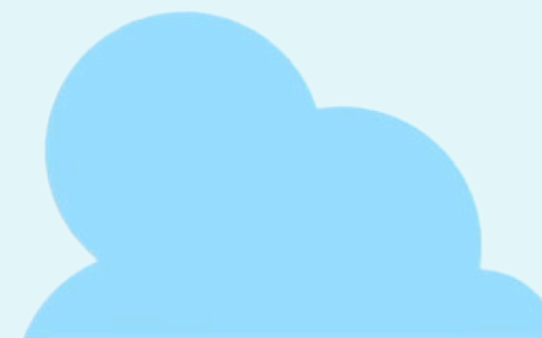


 **Phenom**

**Recruiting
Candidate
Management Guide**







Logging Into Phenom

Join our Talent Community

We invite you to stay connected with us to learn about opportunities by joining our Talent Community below.

[See more >](#)

Rally House

We're fans, just like you! In order to provide customers with the best experience possible, we hire associates who share the same passion for sports as our patrons. We encourage our associates to show their team spirit, so customers feel welcome to strike up a conversation about their favorite team, the latest game or even their favorite rivalry! We want to be more than just another sports store, and our associates help us stand apart from the competition.

[Join US](#)



Working at Rally House

Rally House is proud to offer career opportunities in a fast-paced, and ever-changing retail environment. Our company works hard to deliver an extraordinary, localized shopping experience that helps every customer show off their team spirit and hometown pride. We're looking for passionate, enthusiastic individuals to come join our retail team. We have sales associate positions available for team members starting at age 16+, and if you're 18+ check out opportunities ranging from store leadership and back-office teams contributing to the success and become a part of the growing Rally House party!



Team Member Discount

There are many upsides to working at Rally House, including being rewarded for all your hard work and dedication. We are happy to offer a 40% discount to all our employees so that you can shop your favorite teams and showcase your team spirit too!



Benefits

Rally House takes care of its employees by providing a comprehensive benefits package. Offerings include but are not limited to medical, dental, vision, life, disability, and paid time off. We recognize that our team members are our most valuable assets, and we are committed to investing in their well-being.

Careers at Rally House

Search for job title Enter location [Search](#)



Our Locations

Rally House started in Kansas City and is now rapidly expanding with new locations across the United States, all while offering a variety of excellent career opportunities. We strive to create a fun and enabling work environment, and we're always looking for talented individuals to join our team. If you're ready to develop your career within a growing, dynamic company, Rally House is the perfect fit for you.



Campus Recruiting

Enhance your career with Rally House, an organization dedicated to helping students and graduates excel in their professional journey. Rally House internships provide numerous opportunities to build on your college education while developing highly sought-after, employable skills. We recommend checking our careers page frequently for the latest internship updates, as some positions are offered seasonally.

Browse by Job Categories

Discover your perfect job match and take your career to the next level!



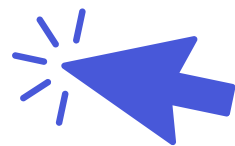
Log In using console access

PLACEHOLDER URL: <http://login.phenom.com/>



Sign in to
your account

Continue



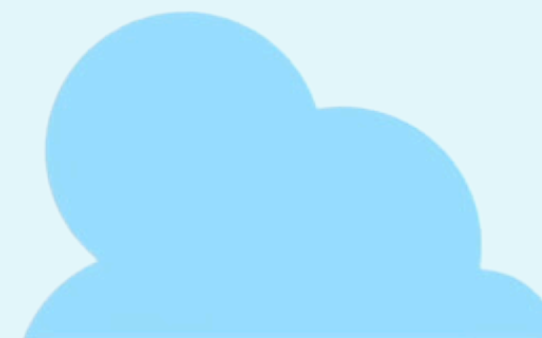
[Privacy Policy](#) | [Terms of Use](#)



Hi, **Rae Willey.**
Choose an app



Enter Id (Rally House email)
Password
click, Hiring Manager App



Viewing Candidates



Tasks will appear if any action is required

Tip

From the Home Screen go to **Job List** to view Jobs listed

click into the Job title to view applicant list

The screenshot displays the Rally House dashboard. At the top, it says "Rally House" and has a search bar. Below that, a greeting "Good Afternoon, Rae" is followed by two summary cards: "Open Tasks" with a count of 0 and "Unread profiles" with a count of 111. The "Jobs List" section is highlighted with an orange border and contains a listing for "Sales Associate" in Belton, MO, with 4139 applicants. A blue arrow points to the job title. Below the listing, it says "You are all caught up! No open tasks" and "This week you: Reviewed 0 candidate". To the right, the "My interviews" section shows a calendar icon and states "Currently there are no scheduled interviews for this week".



How to view applicants

Rally House < Back to home Search

< **Sales Associate** Open since Apr 23, 2023

Part Time | Belton, MO | Your role: hiring manager

Overview **Candidates** 1

1 new candidate applied within the last 7 days. Don't miss their profiles, check them out here > 2


Final proceed decision has been made on:
Haylie Buck, Bryan Test and Steve Testworkday .

My Tasks

Initial Review 0 Interview Evaluation 0 Final Decision 0

Summary

Days open ⓘ	63
Applied for this job ⓘ	100
Recently applied ⓘ	1
Shared by recruiter ⓘ	4
Unread profiles ⓘ	99
Currently in process ⓘ	99

- 1 click candidates to view all
- 2 click  the Icon to view the last 7 days



Review Current Applicants

Tip
Multiple filter options to expedite your search

< Sales Associate Open since Apr 23, 2023

Part Time | Belton, MO | Your role: hiring manager

Overview Candidates

Filter by [Reset filters](#)

Process

- All
- In process
- Disqualified

Hiring Status

All

User Actions

- Not reviewed ⓘ
- Initially reviewed ⓘ
- Interview evaluated ⓘ
- Final decision made ⓘ

Other

- Shared by recruiter ⓘ
- Internal candidates
- Recently applied

Showing 101 candidates

	Bryan Tester Recently applied Applied on Sep 15, 2023	1
	Steve TestWorkday Recently applied Tester at Test Inc. . Applied on Sep 14, 2023	
	Bryan Test Testing at Test Inc. . Applied on Aug 15, 2023	Applicant
	Haylie Buck Recruiter at Rally House . Applied on Jul 21, 2023	Applicant
	Applied on Apr 26, 2023	Active
	Applied on May 06, 2023	Active
	Applied on Apr 27, 2023	Active

Search for a name

- Recently interacted
- Application date
- Hiring status updated
- Fit score

Utilize the Filters on the Left when needed

click to drop down and review any applications in question

1 click on applicants name

Click Contact Info to view the provided email or phone number

Tip

New Applicant Process

1 Review the applicants data or information

2 select

Yes, I'm interested

or

No, not interested

and follow the prompts

Bryan Tester Applicant

Contact Info

ⓧ Actions

Good to know

ⓘ Unable to determine fit due to missing data [See details](#)

Evaluations

1 This profile is pretty empty
We do not have any data on this candidate.

2 Are you interested in this candidate?

No, not interested Yes, I'm interested

Already interviewed this candidate? [Leave your feedback](#)

Screening (0)

Interviews (0)

Notes (0)

Add your note...

Share your thoughts and feedback on this candidate

No, not interested

- 1 Provide the reason for not interested
- 2 click, **Reject Candidate**
- 3 next window click, **Next Candidate**

Applicant Process

1 Why are you rejecting this candidate?

Please share your reasons here...

2 **Reject Candidate**

Thank you for your feedback!
We've now rejected the candidate.

Next Candidate

3

Screening (0)

Interviews (0)

Notes (0)

Add your note...

Screening (0)

Interviews (0)

Notes (1)

Add your note...

Declined - Initial Review

position filled

Rae Willey · 01:38 PM

Share your thoughts

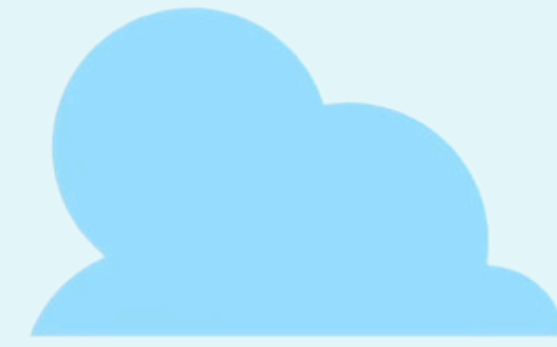
Hi [[[FIRST_NAME]]],

Thank you for your interest in Rally House!

We received an overwhelming response to the [[[currentCompany.jobTitle]]] position, which makes us feel both humble and proud that so many talented individuals (like you!) want to join our team. This volume of response makes for an extremely competitive selection process. Although your background is impressive, we regret to inform you that we have decided to pursue other candidates for the position at this time.

Just as we at Rally House value our customers, we value our job candidates and invite you to review future job openings. We hope you see another position that sparks your interest!

Best wishes,
Rally House



Scheduling Interviews with Candidates

Yes, I'm interested

Applicant Process



Bryan Tester Applicant

Contact Info

✉ Actions

Good to know

⚠ Unable to determine fit due to missing data [See details](#)

Evaluations

< Back

1 What interests you about this candidate?

Candidate has a retail background

➡ **Confirm**

Screening (0)

Interviews (0)

Thank you for your feedback!

How would you like to proceed?

🗨 Invite to interview >

↩ Reply to recruiter >

ⓘ You will be reminded later to decide your next step.

Screening (0)

Interviews (0)

Notes (1)

Add your note...

Approved - Initial Review

Candidate has a retail background

Rae Willey · 04:36 PM

1 Type in your response
click **Confirm**

2 click **invite to interview**
or
reply to recruiter

Yes, I'm interested

Thank you for your feedback!

How would you like to proceed?

 Invite to interview >

 Reply to recruiter >

 You will be reminded later to decide your next step.

Screening (0)

Interviews (0)

Notes (1)

Add your note...

Approved - Initial Review

Candidate has a retail background


Rae Willey · 04:36 PM

Invite to interview

Select the type of interview

In person Video call Phone call

Interview details


Interviewer  Test Account
Hiring Manager

[+Add Interviewer](#)

Duration

Location

Evaluation Form

 Suggested interview times would be against your calendar availability

Invite

1

Select the type of interview

2

input all Interview details

- click Add interviewer
- duration
- location
- default form

click invite

Candidates Interview Schedule



Interview Availability - Haylie Buck - Sales Associate at Rally House Inbox x

 **Rally House** <interviews@invite.rallyhouse.com>
to me ▾

1 Candidate is sent an email.

2 Candidate clicks link to schedule an interview

Hi Haylie Buck,

I'm your Virtual Talent Assistant at Rally House.

I'm reaching out to you to invite you for a onsite interview. This should take about 15 minutes. You will be interviewing with a member of our team who will also be able to answer your questions about the position.

Please click the link below to select a time that best suits your schedule.

<https://sh.phenom.com/B8A4Xn>



Please respond within 24 hours so I may get you scheduled as soon as possible. Once I have confirmed your interview time, you will receive a confirmation email with all the details needed for your interview.

Thank you and best of luck!

Candidates Interview Schedule

Available times are based off Hiring Managers schedule

Tip



Select new Date and Time

INTERVIEW DETAILS

📅 Sales Associate

🕒 15 mins

+ Propose a new time

November 2023

< Mon 13 Tue 14 Wed 15 Thu 16 Fri 17 Sat 18 Sun 19 >

(UTC -06:00) America/Chicago ▾

🌞 Morning

10:00 AM - 10:15 AM

10:15 AM - 10:30 AM

10:30 AM - 10:45 AM

10:45 AM - 11:00 AM

Confirm Date and Time

Choose language: **English (United States)** ▾

1 Candidate selects an available interview time.

2 Clicks confirm Date and Time to Finalize their selection.



✔ Confirmation

INTERVIEW DETAILS

📅 Sales Associate

🕒 10:00 AM - 10:15 AM, November 13, 2023

🌐 (UTC -06:00) America/Chicago

Candidates Interview Confirmation

 **Rally House** <interviews@invite.rallyhouse.com>
to me ▾

12:10 PM (0 minutes ago) ☆ ↶ ⋮

Nov 13 Mon

Interview Invitation - Haylie Buck - ...

When Mon Nov 13, 2023 10:15am – 10:30am (CST)

Where 20825 Wildcat Lane, Spring Hill, KS, USA

Who buckfarms37@gmail.com, interviews@invite.rallyhouse.com*

[Sign up for calendar »](#)

Agenda
Mon Nov 13, 2023

No earlier events

10:15am Interview Invitation - Haylie Buck - ..

No later events

Interview Confirmation is sent to the Candidate

- Interview Date
- Interview Time
- Interview Location

Hi Haylie Buck,

Great news - your interview time has been confirmed. Please see below for the full details. We're excited to speak to you and learn more about your skills, experience, and answer any questions you may have.

You are scheduled for a Sales Associate interview:

Interview Schedule:

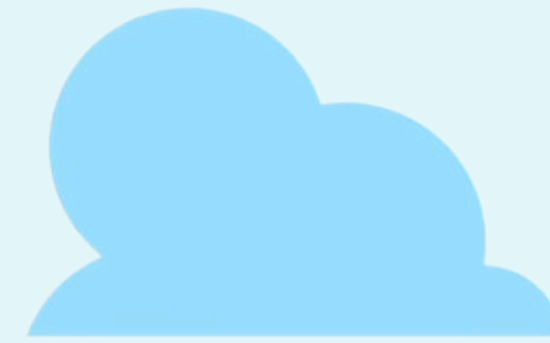
November 13, 2023 10:15 AM - 10:30 AM(America/Chicago): onsite interview

- Interviewer(s): Haylie Buck
- Location: 20825 Wildcat Lane, Spring Hill, KS, USA

NOTE: Should you need to cancel, please click the following link:

<https://sh.phenom.com/nxHVJKq>

...



Evaluating the Candidate after the Interview

Interview Results

- 1 click Evaluate
- 2 Rate the applicant
- 3 Select recommendation
- 4 Provide reason(s)
- 5 Add notes for the hiring team
- 6 click Submit

Already interviewed this candidate? You can fill out their evaluation here.

Evaluate candidate's interview

1

Screening (0)

Notes (1)

Add your note...

Approved - Initial Review

Candidate has a retail background

Rae Willey · 04:36 PM

Default form

Evaluating is necessary for the hiring process moving forward.

2 On a scale of 1-5, how would you rate *Bryan Tester*?

1 2 3 4 5
Not a fit Perfect fit

3 Would you recommend *Bryan Tester*?

Recommend Not Recommend

Recommendation reasons (optional)

4 Experience aligns with organizational needs Solid educational background
Good personality Good Cultural fit Able to problem solve
Intangible skills possessed Other

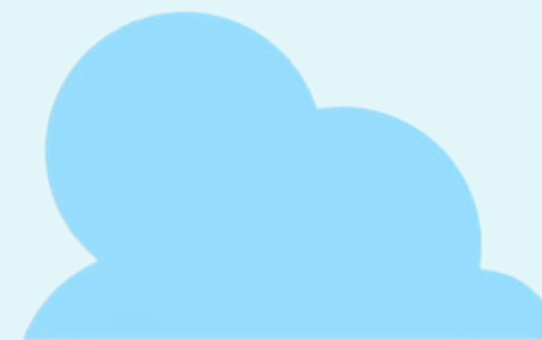
5 + Add a note for members of the hiring team

What's next? Submit your candidate evaluation.

6 Submit your evaluation

Note should be outlined
STRENGTH: ...
Opportunity: ...

Tip



Making an Offer Decision

Making an Offer Decision

1

Is this candidate your final choice?

Before making a decision, you can [review interview evaluations](#)

No

Yes, make an offer



Screening (0)

Interview

2

< Back

What makes you offer the job to this candidate?

Please share your reasons here...

Make an offer

1

Choose “Yes, make an offer” or “No”

2

Provide the reason you are making the offer and click “Make an offer”

3

Time to move into Workday and send that offer!

3

That’s great to hear!

We’ll share it with Haleigh Robertson.

Next Candidate



Send your official offer letter through Workday!

THANK
YOU

