



RECRUITMENT TOOLS

Workday and Phenom

Check applicants daily and mark accordingly.
Re-engage with past candidates and prior employees.

Social Media

Maintain an active Facebook/Instagram/LinkedIn activity. Ensure weekly photos are being posted, store happenings, now hiring post, engage your followers!
Seek out and network with competitors.

Referral Program

Rally House offers \$100 for every team member that is referred, hired and retained after the retention period.

COMMUNITY RECRUITMENT

Hiring Party Events

Partner with surrounding stores to create a large recruiting event or hold one just for your store.
Now Hiring flyers and collateral from the Marketing Toolkit.
*Find stores to share team members with.

School Recruitment

High school Jr./Sr.'s for sales associates.
Colleges and Universities; post through the schools website in addition to partnering with career service offices for in-person on-campus opportunities.

Community Events

What's happening in your area? Attend local events and use them as a promotional and recruiting opportunity; i.e. food festivals, outdoor sporting events. Google 'things to do in [CITY] this weekend. You will get a calendar of events to help plan recruiting outings.

PAID RECRUITMENT TOOLS

Sponsored & Promoted Ad's

Partner with your recruiting team and the Marketing team to create sponsored social media, promoted and niche advertising for your location or multiple locations. Local job boards such as DOL, local colleges and university career services job board, trade schools job boards.

Local Advertising

This could be a combination of advertising in your local market from "Now Hiring" in a local job fair ad, signs and banners, or to use while attending community/recruitment events. It may include radio, digital billboards, or even press releases.

National/Large Event Recognition

National level recruitment is evaluated on a case by case basis.



How To and Who to Contact

RECRUITMENT TOOLS

Workday

Workday is our Applicant Tracking System (ATS), where jobs (requisitions) are managed through the recruitment lifecycle. When a new job is approved it is posted to our career page, Indeed, and scrubbed by other websites to share across the internet and applications such as LinkedIn. If you have trouble with Paycom, contact your Recruiter.



Phenom

Phenom is a candidate management system that allows Hiring Managers to efficiently handle the hiring process. Hiring Managers are required to diligently check requisitions every 24 - 48 hours and promptly take appropriate action. This includes tasks such as setting up interviews with candidates and making dispositions on unsuitable candidates.

Social Media

Social Media gives multiple options for sourcing and networking with potential employees.

- Network Sharing Open Position - Hiring Managers should share the position on LinkedIn/Facebook every time a new position available. Use social marketing images in the toolbox and compelling call to action. Use these types of posting verbiage:
 - "Join our team for flexible scheduling!"
 - "Rally House offers sweet benefits including a generous employee discount. Apply now!"
 - "Click the link to read more about this position and to Apply Now!"
- LinkedIn Reach Outs - Search potential applicants and send messages to them about your open position and invite them to apply.

Social Media also provides an opportunity to highlight the day-to-day environment at Rally House. Post photos, promotional information and mention how much fun team members have at work.



**REFER
A FRIEND**

Referral Program*

There's nothing like working with friends! Rally House offers a \$100 referral bonus for team members referred and hired. Applicants need to put who referred them on the application.

*review the handbook for details around the referral program



How to and Who to Contact

COMMUNITY RECRUITMENT

SHOPPES AT BRANSON HILLS

HIRING PARTY!

WEDNESDAY, JUNE 8TH, 1PM TO 7PM

RALLY HOUSE LOCAL STUFF

Hiring Party Events

Identify your needs, partner with your Recruiter and use the Marketing Toolkit to help you get the word out about open interview events at your location.

Events may occur at career fairs, your store, malls, on campus events, etc.

Recommendations for sharing event information includes:

- Use of images from the Marketing Recruiting Toolkit
- Date(s), Time(s), Location and Rally House careers website
- Make mention of things like benefits, flexible schedule are great ways to catch the attention of job seekers

School Recruitment

Use Google to create a list of High Schools and Colleges/Universities within a 15 mile radius of your location.

1. Get a calendar of events (i.e. registration, orientation, Greek events, vendor days, homecoming, etc.)
2. Make contact with an individual in career services to see if a Manager and team member has the opportunity to attend on-campus events and/or get flyers in front of the student population.

CAREER FAIR



Community Events

Another opportunity is to use Google for "Things to do in [your city]". This will provide a list of what's happening in your area (music, festivals, sporting events, 5k's, etc.)

- Identify event sponsors and ask for an invite, sometimes it's FREE! Bring flyers promoting employment opportunities. Business cards and information gathering pad where you can take down contact information from those interested and follow up.
- Don't forget to invite them to come by your store!

Being a member of the Chamber of Commerce in your area will also help you network and become more involved in the local events in your area.



How to and Who to Contact

PAID RECRUITMENT TOOLS



Sponsored and Promoted Ad's

We currently post open opportunities on multiple job boards through Paycom. Certain situations may allow for consideration of sponsored advertising for your location or multiple locations. Partner with your Recruiter to assist in determining the best option for your situation and developing a proposal plan.

1. Initial information for this type of posting will be
 - o Position Title(s)
 - o Location(s) to include complete physical address
 - o How long you'd like the ad to run
 - o Link to the position(s) on the Rally House career page
2. Identify the appropriate local job boards such as DOL, local colleges and university career service job board(s), trade schools, LinkedIn, Facebook, Instagram, and niche career sites and news letters.
3. Final approval discussed among leadership

Local Advertising

This could be a combination of advertising in your local market from "Now Hiring" in a local job fair ad, signs and banners, or to use while attending community/recruitment events.

It also may include radio, digital, billboards, or even press releases.

Many of the same elements from putting together a Sponsored and Promoted Ad recommendation are used for this process. Initiate this by touching base with your recruiter.



National Large Event Recognition

National level recruitment efforts are determined on a case by case basis with the Marketing and Recruiting team. If there is a nationally recognized event happening in your market that you feel we need to consider, notify your recruiter.

