

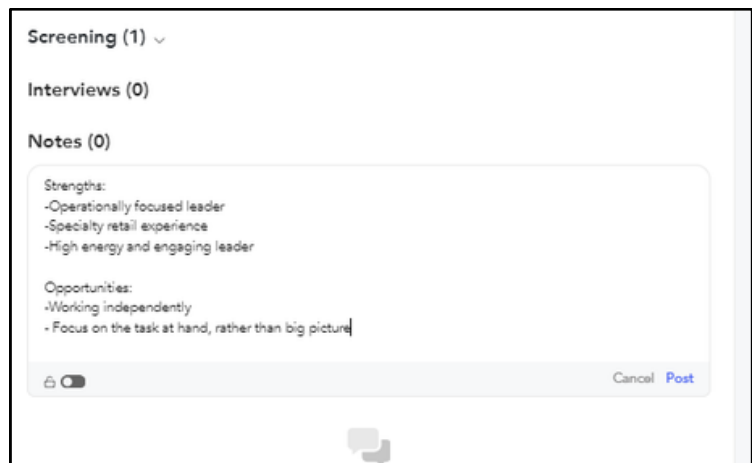
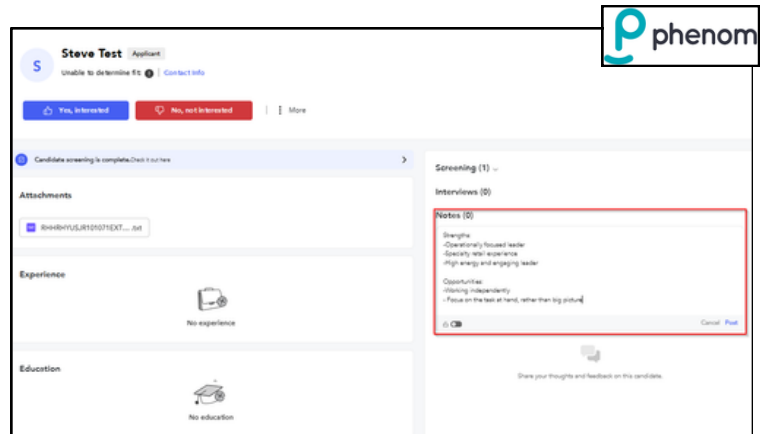


Store Manager Recommendation for Interview and Offer

Follow the steps below after completing a full-time management interview:

Upload Notes In Phenom:

- 1 Upload interview notes from Rally House and Predictive Index Interview Guides into the candidate profile in Phenom.
- 2 Use the interview guides to recap 3 - 5 bullet points on Strengths and Opportunities in the candidate notes section in Phenom. Reference behaviors and skills directly from the interview guides.



Send Recommendation for Interview

- 1 Subject of the e-mail: Candidate Name, Job Title, Store Number and Location
- 2 To: Your Regional and CC Recruiting and Paul Grossman
- 3 Attach:
 - Copy of resume
 - PI Behavioral Overview Interview Guide and Rally House Interview Guide



Store Manager Recommendation for Interview and Offer

4 Body of Email:

- Name of Candidate
- Link to Profile in Workday (see image)
- LinkedIn Profile link if available
- Number of managers already in position at the location
- Copy/Summary of interview notes from Phenom
- Pay Range for the Position
- Pay rate requested (current rate if internal candidate)
- Potential Start Date

Interview and Offer Request Example:

Send

To Your Regional Director

Cc Paul Grossman X Recruiting X

Offer Approval Request - [Candidate Name, Job Title, Store Number and Location] Draft saved at 2:34 PM

Hi (Regional Director),

I have interviewed (Candidate Name) and for the below reasons believe that they are a good fit for the Store Manager position. Please set up a time to interview them and let me know if you approve of the hire.

- (LinkedIn profile link, if available)
- Number of Managers currently at location
- Copy/Summary of interview notes from Phenom
 - Strengths
 - Operationally focused leader
 - Specialty retail experience
 - High energy and engaging leader
 - Opportunities
 - Working independently
 - Focusing on completing the tasks at hand vs the big picture
- PI Assessment Notes
- Pay range for the position
- Pay rate requested, and current pay rate (if internal applicant)
- Potential start date

EXAMPLE



Email Recruiting@RallyHouse.com with any questions when creating offers or requesting offer approval.