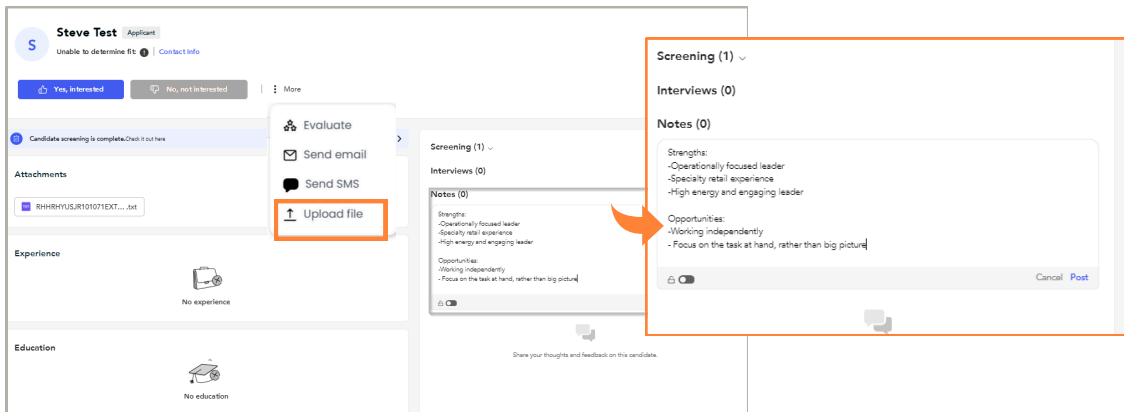


Follow the steps below after completing a Team Sales Lead interview:

1 Upload Notes In Phenom:

Use the Part Time Interview Guide to recap 3 - 5 bullet points on **skill and ability Strengths** and **Opportunities** in the candidate notes section in Phenom.

Reference behaviors and skills directly from the interview guide.



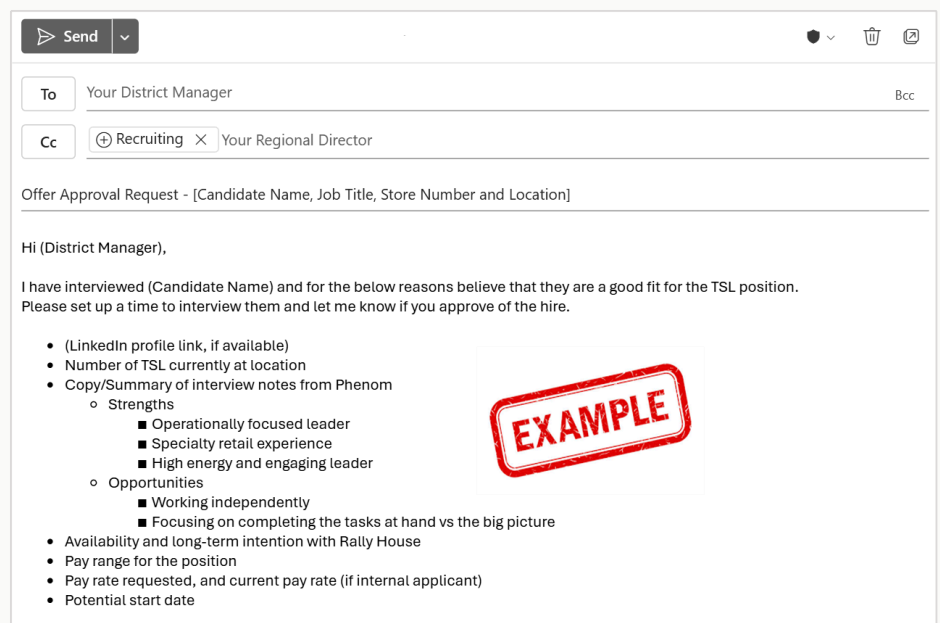
2 Send Recommendation for Offer and Interview

1. **Subject of the e-mail:** Candidate Name, Job Title, Store Number and Location
2. To: Your District Manager and CC Recruiting and Regional Director
3. Attach a copy of the candidates resume

4. Body of Email:

- Name of Candidate
- Number of TSL currently at Store
- Availability and Long Term Intention with Rally House
- Copy/Summary of interview notes from Phenom
- Pay range for the position
- Pay rate requested (current rate if internal candidate) and potential start date

Interview and Offer Request Example:



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