



Hiring Event Quick Guide

THE IMPACT: Hiring Events provide an opportunity to connect with qualified candidates, conduct on-the-spot interviews, and quickly fill open positions. Events may be held in-store, on campus, or at career fairs and should be scheduled around peak candidate availability or local events whenever possible. Using a consistent approach helps create a positive candidate experience while ensuring interviews and hiring decisions can be made efficiently.

THE GAME PLAN:

EVENT PROMOTION

The recruiting team will coordinate the promotion of hiring events through recruiting channels and provide a Hiring Event Flyer when needed.

Store Leaders may also help promote the event by:

- Posting the Hiring Event Flyer in the store.
- Posting the Hiring Event Flyer in community locations where permitted.

EVENT EXECUTION

Before the event, confirm you have the following to set up a hiring area near the entrance:

- Folding Table or Workstation
- Tablecloth
 - Rally House branded if on hand. Open a support cast to Operations > Supplies for a plastic tablecloth to be ordered
- [Phone Interview Guide](#) and [Behavioral Interview Guide](#)

Ensure the event is staffed with Leaders who can:

- Welcome candidates and answer questions about Rally House and available opportunities.
- Conduct interviews and make hiring decisions when appropriate.

During the Event

- Create an energetic and welcoming first impression of Rally House and welcome each candidate promptly and professionally.
- Use the **Phone Interview Guide** during the Hiring Event to screen candidates.
 - If the candidate is being advanced, use the **Behavioral Interview Guide** for the role interviewing for. With appropriate coverage, these interviews can be done during the event.

After the Event

- Update candidates on their application status.
- Schedule additional interviews, if needed.
- Follow the hiring process for offers and next steps.