

KEY SHOP TEAMMATE SELECTION PROCESS CHECKLIST

Candidate's Name _____ Store # _____ Region # _____

RSM/ASM/RSS Name _____

TDB Guidelines:

- ALL candidates must be called into the Theft Database prior to hiring.
- ALL candidates must fill out and sign the Employee Release Statement before you contact the Theft Database vendor.
- All signed release forms must be kept on file in your store for one year. You do not have to fax or mail the release to the vendor.
- You should only process final candidates who have interviewed and you would like to hire.

Steps to take	COMPLETED
<ol style="list-style-type: none"> 1. Inform the candidate that we conduct pre-employment screening on all candidates and have the candidate complete and sign the Employment Release Statement. 2. Call Theft Database vendor at 800-570-4831 to submit candidate' information provided to you on the Employment Release Statement. Representatives are available from 7 am to 7 pm Central Time. 3. You will receive CLEAR results at the time you call in. If there is a potential HIT, the results will be pending and you will need to call back for results. 4. You will receive a request number when you call. Please record this number on the candidate's release form. 5. File the candidate's Employment Release Statement in your recruiting Tool Box 6. If the report comes back CLEAR you can hire the candidate. 7. If the report comes back with a HIT you cannot hire the candidate. You will need to contact the candidate to turn him/her down. <p><u>Dialog to use:</u> <i>"The pre-employment screening we conducted came back as NOT RECOMMENDED so unfortunately we will not be able to hire you at this time. You will receive a copy of the report on the mail within a few days."</i></p> <p><u>DO NOT SAY:</u></p> <ul style="list-style-type: none"> ▪ There was a HIT on you so we can't hire you. ▪ We cannot hire you because you were fired for theft at one of your past employers. ▪ You were caught stealing so we can't hire you. <ol style="list-style-type: none"> 8. If there is a HIT, Human Resources will receive a copy of the report and we will mail it to the candidate. 	