HOW TO REVIEW AN APPLICATION

Last Modified on: 4/25/17

Part of the Recruiting and Hiring set of procedures

This procedure is for reviewing applications received from potential hires either in the store or online.

* **Step 1**: Check the application for completeness and neatness.
	+ There should not be any/many areas not filled in
		- Missing fields may indicate information the applicant intentionally did not want to disclose.
	+ A sloppy application is an indication of a poor applicant
		- Neatness is a good indication of a serious candidate that took time to fill out the application.
			* Note: Not everyone has the best handwriting. Focus on spelling, grammar, and well thought statements.
* **Step 2:** Check they meet all the job requirements
	+ Position and hours available fit what the store needs or could use.
	+ If a Driver, they must have a car, pass and MVR check, and meet insurance requirements.
		- If a company car is available only check the driving record.
	+ Check they are legal to work in the US
* **Step 3:** Check their previous employment history.
	+ If job lengths are short (less than a year), there are large employment gaps, no references to contact, or the applicant does not want you to contact previous employers, this could be an indication of a poor hire.
* **Step 4:** If they pass all the pre-checks, set up an interview with the applicant.
* **Step 5:** If they do not pass your screening, file the application in a no-hire file and keep for as long as your local municipality requires you to keep on file.

**\*NOTE:** These guidelines are only suggestions and by no means a requirement to screen applications. All applications should be looked at on a case by case basis and final decisions are to be made at the discretion of Managers, Supervisors, and Franchisees.