**Putting Your Best Foot Forward**

1. **Study the wages in your market & understand your staffing needs by position.**
	* Pay at par!
		+ LinkedIn - [www.linkedin.com/salary](http://www.linkedin.com/salary)
		+ Indeed - <https://www.indeed.com/salaries>
			- Look at other job posting to see what wage other companies are paying.
		+ Glassdoor - <https://www.glassdoor.com/Salaries>
	* In the schedule program write an ideal schedule and change your wages.
		+ - This will allow you to see the impact on labor.
			- This will also allow you to see how many people need to be hired in each position.
2. **Posting Job Postings- Indeed, Applicant Stack, Ect.**
	* Use up to date Job Postings. These are located on ToppersU
	* Use Delivery Driver, Cook, Customer Service Rep titles to draw more apps.
	* Limit questions to 10 or choose easy apply (straight through indeed).
	* Sponsor job postings to increase views – Make sure you put an end date.
		+ Boosting Easy apply ads straight through indeed will driver more apps, but not necessarily quality apps.
	* App Stack: Reference FAQ
	* Post to free sites – college sites, Facebook groups, unemployment boards
	* **CHECK YOUR ADS AFTER POSTING.**
3. **Promoting on Social**
	* Ads are available on Momentfeed to be used on social media.
	* Ask your team members to share these ads.
	* Ask your team members to rate their work experience on indeed and glassdoor.
4. **Contacting the Applicants**
	* Contact them within 1-2 hours of applying.
	* How to Contact: Call or Text them to see if you can set up a phone screening immediately.
	* If you are bringing them in for an interview, do this within 24 hours if possible
		+ Send a text reminder before the interview
5. **Use an online application management tool. (Applicant Stack suggested)**
	* Utilize their ability to recruit across other platforms
	* Use online application management tool to deliver I-9s, W-4s and handbook policies. (This can be transferred from Franchisee to Franchisee)
	* Initial training
		+ Follow the process of on-boarding and training team members as laid out on ToppersU.

**MAKE SURE THEY ARE HAVING FUN!**

**DO NOT LEAVE THEM ALONE!**

**DO NOT START THEM ON THE PHONES!**

**GIVE THEM A CLEAR PLAN FOR THEIR TRAINING!**

1. Overall retention
	* Evaluations
		+ Quarterly GM evaluations along with market research on pay
		+ Bi-annual Assistant Manager evaluations along with market research on pay
		+ Bi-annual Team Member evaluations that include raises
			- Don’t have to give raises, but recommended
	* Development
		+ MIT manual in use for all managers.
		+ Create people pipeline timeline based on Projected Certifications/Promotions.
		+ GM/Supervisor/Zee engagement
			- Remember to obsess over development of your key people that drive your success!