

## **17.07 Staffing of Retail Stores**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that retail store staffing be the responsibility of the store manager under the direction of the Director of Retail and in conformance with Human Resource Department hiring procedures.

### Procedure:

The store manager is responsible for notifying the Human Resource Department whenever a vacancy needs filled. Formal notification via a completed Job Order is required. The Human Resource Department will review applications and arrange interviews with prospective candidates in conjunction with the store manager.

Initial, non-formal interviews may be performed at the time a candidate submits a completed application at a work site. Formal interviews must be authorized by the Human Resource Department and the Director of Retail.

The Human Resource Department is solely responsible for contacting candidates with job offers.