

Interviewing & Hiring

Direct anyone requesting an application to the FuelMart web site (Careers tab) to apply online. If someone asks why they were not contacted or hired, your response should be "All hiring decisions are made at the corporate level". Do not discuss the assessments or any criteria with anyone, including the candidate.

Discuss your hiring needs with Haley. This includes why you are hiring and which candidates (from your candidate list) you are considering and the reason.

You can only interview from the candidate list in ADP. You are not allowed to change their status in ADP. Only Complex Managers should be reviewing applications and conducting interviews. Make notes in the candidate's file during the process (for example "called for interview").

Once you decide who to interview call the candidate and schedule the interview. Call one of the managers from the hiring team to attend the interview via the web cam. If none of the hiring team managers are available call Joe or Haley.

During the interview review the application and question the answer to the criminal background ("You said you don't have anything on your criminal background").

You must complete an Interview Guide each time you interview someone, whether you hire them or not. This packet includes an essential job function and job skill questionnaire to be completed by the candidate during the interview. Do not interpret the questions for the candidate; they are self-explanatory. Do not distribute Interview Guides, they are company property. You can only consider candidates for hire who can perform all of the essential job functions.

Call Haley if you are unsure about how to handle any issues that arise or if anyone asks about an accommodation to allow them to be hired.

It is illegal to ask if a person has a handicap, about their medical history, or about their Workers' Compensation record. For example, never ask questions such as: "Are you blind"; "Is your foot permanently damaged"; "Have you ever filed a Workers' Compensation Claim"; "Are you in good health".

Do not discuss your intentions, a job offer, your opinions as to their chance of employment or the background check with the candidate.

After the interview the hiring team manager will change the status to Run Background Check if you agree to proceed. If you do not want to proceed with hire have the hiring team manager change their status to purge and have them make notes as to the reason. Scan completed interview guide as a PDF to payroll for all interviewees.

You will be notified once your candidate has been approved for hire. Once they are approved for hire, you will need to contact them with a job offer and agree on a start date. Let them know that they will receive an email from ADP that will allow them to register for ADP and complete their onboarding. Their onboarding should be completed prior to their start date. During this call find out their shirt size, preferred name for the name tag and if they have a rewards card. Email this information and their start date to Payroll.

They cannot start unless their onboarding is complete. On their start date they must bring their ID so that you can complete the I9 through ADP (please see I9 FORM LIST OF ACCEPTABLE DOCUMENTS). Complete the I9 first thing when they arrive. The documents must be original (certified copy if birth certificate) and unexpired. The I9 must be completed by you before they begin work.

Scan their ID and uniform agreement to payroll. Complete the Class C Training Certificate for all Fuel Mart employees and scan it to payroll. Keep the Class C Certificate in a file at your store.

The new employee should spend time with the Complex Manger for orientation before being trained on the cash register and all other devices and equipment. The amount of training time given may vary by location and should be approved by your immediate supervisor prior to scheduling.

Rehires

Call Haley for approval before interviewing a potential rehire.

Employment Verification Requests

Never give references (good or bad). Always direct all employment and wage verification requests to the Payroll Department. If it is a telephone request, give them the (330) 264-1885 number for the Office. If it is a request by mail, scan it directly to Payroll. If you receive a request for separation information from the Unemployment Office, you should call the Payroll Department immediately for further instructions.