

Triple “A” Do it Best Building Center
To “*Do it Best*”, We “*Hire The Best*”
Don’t Apply....Qualify

Most stores simply ask people to apply. To “Do it Best” we have to “Hire The Best”. Therefore, we have developed a **qualification**, which is more thorough than a typical application. Our **qualification** compares your responses with those of successful Triple “A” Do it Best team members who enjoy their work.

Our **Triple “A” Do it Best Qualification** is a “win-win”. It is a “win” for you because if you qualify, you will likely enjoy the work and have a good Triple “A” Do it Best career. It is a “win” for us to add team members who “Do it Best”.

Take your time on the **Qualification** and “Do it Best”!

Triple “A” Do it Best Team Member Qualification
(Please fill out completely in your own handwriting)

Name _____ Phone Number _____

Address

_____ Street city state zip

Background Information

Part 1

How many miles from your last high school attended is it to this Triple "A" Do It Best store?

_____ Miles

How many minutes is it from your residence to this Triple "A" Do It Best store?

_____ 10 min. or less _____ 11 – 20 min. _____ more than 20 min.

Have you worked weekends? _____ yes _____ no

If "yes", give examples: _____

Have you worked retail? _____ yes _____ no

If "yes", give examples: _____

Have you worked "off shifts"? (Work other than 8 am-5 pm Monday through Friday)?

_____ yes _____ no

If "yes", give examples? _____

Past Work Experience (list most recent job first)

Name of Company	Job Responsibilities	Wage	Dates	
			From	To
				-

May we contact your supervisor? _____ yes _____ no

If "yes", list supervisor's name and phone number: _____

Name of Company	Job Responsibilities	Wage	Dates	
			From	To
				-

May we contact your supervisor? _____ yes _____ no

If "yes", list supervisor's name and phone number: _____

If this will be your **first full-time job**, please furnish a high school transcript. (Your high school can tell you how to obtain.)

_____ Yes, I will furnish _____ No, I cannot furnish

I am responsible for supporting:

_____ Myself _____ myself and 1 other _____ myself and more than 1 other

I learned that Triple "A" Do It Best was hiring from: _____ advertisement

_____ banner

_____ current Triple "A" Do It Best team member (please provide name of current team member _____ and if _____ friend or _____ relative)

_____ "word of mouth" _____ other (please explain): _____

Before I was interested in a job here, I had been in the store: _____ yes _____ no

If "yes", for what purpose were you in the store? _____

Position Specific Questions

Part 2

This section asks you to respond "**ONLY**" to the questions for which you are qualifying. For example, if you are qualifying for a sales position, answer "**ONLY**" the sales questions.

Position qualifying for:

_____ cashier _____ sales _____ stocker _____ warehouse _____ delivery

Cashier:

I have had previous jobs handling money: _____ yes _____ no

If "yes", give examples: _____

I have had previous jobs waiting on customers: _____ yes _____ no

If "yes", give examples: _____

I have had previous jobs where understanding basic arithmetic was required:

_____ yes _____ no

If "yes", give examples: _____

I have had previous jobs working under pressure: _____ yes _____ no

If "yes", give examples: _____

Sales:

I have had previous sales jobs: _____ yes _____ no

If “yes”, give examples: _____

I have had previous jobs working with customers: _____ yes _____ no

If “yes”, give examples: _____

Triple “A” Do It Best Sales Sequence

The following are parts of the Triple “A” Do It Best sales process. Put them in the order they usually occur in the sales process. “1” is first to “5” is last

_____ uncovering customer’s needs

_____ demonstrating product knowledge

_____ establishing a relationship

_____ answering objections

_____ asking for a commitment

Rate your sales ability on a 1=low to a 10=high for each part of the sales process.

_____ uncovering customer’s needs

_____ demonstrating product knowledge

_____ establishing a relationship

_____ answering objections

_____ asking for a commitment

Stocker:

I have had previous jobs stocking: _____ yes _____ no

If “yes”, give examples: _____

I have had previous jobs involving repetitious tasks (same thing over and over):

_____ yes _____ no

If “yes”, give examples: _____

I have had previous jobs that required me to be on my feet the entire shift:

_____ yes _____ no

If “yes”, give examples: _____

Warehouse:

I am able to lift 100 lbs.: _____ yes _____ no

If "yes", give examples: _____

I have had previous jobs that required bending and reaching: _____ yes _____ no

If "yes", give examples: _____

I have "picked" orders: _____ yes _____ no

If "yes", give examples: _____

I have worked in "hot and cold" temperatures: _____ yes _____ no

If "yes", give examples: _____

I can operate a forklift: _____ yes _____ no _____

If "yes", give examples: _____

Delivery:

I have a valid driver's license: _____ yes _____ no

I have previous delivery experience: _____ yes _____ no

If "yes", give examples: _____

I have had experience working where I received very little supervision:

_____ yes _____ no

"If "yes", give examples: _____

I have had customer service experience: _____ yes _____ no

If "yes", give examples: _____

Triple "A" Do It Best Team Member Characteristics

Part 3

The following are groups of three characteristics that might describe you. Distribute 10 points among the three characteristics. The points may be distributed in any manner that results in the total being 10. The more points assigned, the more descriptive of you is the characteristic.

Examples:

			Possible Answers
Person X	(1)	Liking hamburgers	<u>3</u>
	(2)	Liking chicken	<u>3</u>
	(3)	Liking fish	<u>4</u>
	Total		10
Person Y	(1)	Liking hamburgers	<u>2</u>
	(2)	Liking chicken	<u>5</u>
	(3)	Liking fish	<u>3</u>
	Total		10
Person Z	(1)	Liking hamburgers	<u>10</u>
	(2)	Liking chicken	<u>0</u>
	(3)	Liking fish	<u>0</u>
	Total		10

All answers are acceptable because they total 10.

Distribute points in any way so that all groups total 10 and are descriptive of you.
(Use whole numbers only)

- | | | |
|----|--|-----------------|
| A. | 1. Stressing accuracy (making sure the work is precise/accurate) | <u> </u> |
| | 2. Showing initiative (doing things without waiting to be told) | <u> </u> |
| | 3. Being organized (being systematic and planful at work) | <u> </u> |
| | | 10 |
| B. | 4. Demonstrating independence (being self-directed; doing what needs to be done) | <u> </u> |
| | 5. Providing customer service (willingness to listen and serve customers) | <u> </u> |
| | 6. Maintaining punctuality (being on time for work) | <u> </u> |
| | | 10 |

- | | | |
|----|--|-------|
| C. | 7. Practicing teamwork (being willing to help out other Do It Best team members) | _____ |
| | 8. Following instructions (doing what my supervisor asks; following work rules) | _____ |
| | 9. Exhibiting creativity (looking for ways to improve the store) | _____ |
| | | 10 |
| D. | 10. Willingness/ability to learn (being open to better ways of performing the job) | _____ |
| | 11. Demonstrating thoroughness (paying attention to details) | _____ |
| | 12. Being dependable (showing up for work when scheduled) | _____ |
| | | 10 |

From the previous 12 characteristics, you **must list the 4 characteristics** that are “most descriptive” of you. (Use the number of the characteristics such as A-3, B-4, etc) Next, you **must list the 4 characteristics** that are “least descriptive” of you. (Again, use the number of the characteristics such as A-3, B-4, etc.) More than one characteristic could come from the same group; however, they don’t have to be from the same group.

Most Descriptive _____ _____ _____ _____

Least Descriptive _____ _____ _____ _____

Triple “A” Do It Best Supervisory Preferences **Part 4**

As in Part 3, distribute the points so that each set totals 10.

- | | | |
|----|---|-------|
| 1. | I prefer a supervisor who: | |
| | a. provides instruction and guidance. | _____ |
| | b. allows freedom to learn on my own | _____ |
| | c. provides recognition. | _____ |
| | | 10 |
| 2. | I prefer a supervisor who: | |
| | a. is technically very competent in the task at Triple “A”. | _____ |
| | b. understands how Triple “A” Do it Best works. | _____ |
| | c. has excellent relationship skills. | _____ |
| | | 10 |

3. I prefer a supervisor who:
- a. shares information. _____
 - b. behaves fairly. _____
 - c. accepts responsibility. _____
- 10
4. If my supervisor did something with which I disagreed, I would:
- a. confront my supervisor about it. _____
 - b. do nothing – after all, it is their responsibility. _____
 - c. tell my supervisor’s superior about the situation. _____
- 10
5. I prefer a supervisor:
- a. with whom I can discuss personal problems. _____
 - b. who separates work from personal life. _____
 - c. who I can approach on my own. _____
- 10

“Fit” with Triple “A” Do It Best Team Members
Part 5

The purpose of this section is to assess your ability to evaluate how your potential team members think/feel. The closer you are to the Do It Best team’s response, the better the “fit”. Circle the answer that “best” describes how you feel the “Do It Best” team feels/thinks. **SA** = Strongly Agree, **A** = Agree, **U** = Undecided/Uncertain, **D** = Disagree, and **SD** = Strongly Disagree.

1. It is “ok” to take items like pencils and paper clips home for personal use. That is part of the Triple “A” team orientation.
- SA A U D SD
2. If a Triple “A” team member hears another team member “bad mouth” the Triple “A” owner, the team member should tell the Triple “A” owner.
- SA A U D SD
3. A Triple “A” team member should cover for another team member who is a few minutes late to work.
- SA A U D SD

4. A Triple “A” team member comes to work under the influence of alcohol. Other team members should inform the manager.

SA A U D SD

5. It is “ok” for unmarried Triple “A” team members to date each other.

SA A U D SD

6. After making a delivery, Triple “A” team members stop at a fast food restaurant for a coffee break.

SA A U D SD

7. A Triple “A” team member’s car won’t start. Another team member offers a ride, even though it is a half-hour out of the way.

SA A U D SD

8. Triple “A” team members “hang out” together during non-work time.

SA A U D SD

9. An item is priced lower than what it should be. The Triple “A” team member tells the customer the error and informs the customer that he will have to pay the correct price – which is higher.

SA A U D SD

10. Triple “A” team members take store items (such as tools) home for personal use and then return them.

SA A U D SD

11. Triple “A” team member’s feel that the “mission” of the store is important.

SA A U D SD

12. Triple “A” team member’s feel that management “pushes” customer service too much.

SA A U D SD

13. Triple “A” team members like a “family” orientation at work.

SA A U D SD

14. A Triple “A” team member hears a fellow team member treating a customer poorly. The team member does nothing because it is none of his/her business.

SA A U D SD

15. A Triple “A” team member is always “sucking up” to the manager. Other team members inform the manager that he/she is being “conned”.

SA A U D SD

16. Triple “A” team members genuinely enjoy helping customers.

SA A U D SD

17. Triple “A” team members feel bad when they are late or absent because they let other team members down.

SA A U D SD

18. Triple “A” team members should always put Triple “A” first.

SA A U D SD

19. People over 35 years old make the best Triple “A” team members.

SA A U D SD

20. The best Triple “A” team members are capable of “putting on a happy face” when they come to work, even if they have personal difficulties.

SA A U D SD

Triple “A” Do It Best Expectations
Part 6

Hourly wage expected: \$_____

If hired by Triple “A” Do It Best, I would commit to _____ months of employment.

Signature _____ Date _____
(applicant)

I hereby authorize Triple “A” Do It Best Building Center to make inquiries about me to schools, investigative credit agencies, prior employers, and other entities, and I authorize those entities to release information about me.

I understand that Triple “A” Do It Best Building Center may require me to undergo a pre-employment drug screen. I agree to take a drug screen at the facility designated and I authorize the release of the results of the drug screen to Triple “A” Do It Best Building Center.

I certify that all information I provided is truthful to the best of my ability and understand that inaccurate information may serve as a basis for dismissal.

Print Name _____

Signature _____ Date _____