

# HIRING GUIDE FOR *Independent Retailers*

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| <input type="checkbox"/> Write Your Job Description           | <input type="checkbox"/> Have store policies & procedures in place           |
| <input type="checkbox"/> Get or create a Hiring Application   | <input type="checkbox"/> Create an Employee Handbook                         |
| <input type="checkbox"/> Prepare an Interview Guide           | <input type="checkbox"/> Create an Onboarding/ Training Plan                 |
| <input type="checkbox"/> Post your job listing(s)             | <input type="checkbox"/> Schedule and Plan for Employee and/or Team Meetings |
| <input type="checkbox"/> Create a Progressive Discipline Plan | <input type="checkbox"/> Create an Operations Manual                         |
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If you're a group member in one of the Savvy Shopkeeper communities, sign in to the [Shopkeeper's Academy](#) and visit the Human Resources module for many downloadable templates and resources on the above topics.



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[www.savvyshopkeeper.com/episode82](http://www.savvyshopkeeper.com/episode82)