

Are you a store with a **high need** for new employees?  
If so, you can proactively find candidates who applied through  
Indeed in the iCIMS Hiring Tool.

## How to Find Great Candidates

Review the candidates you received from Indeed by accessing your iCIMS Hiring Tool Dashboard and going to the "Indeed Applicants for Review" section. You can then look for applications who are available to work shifts that match your needs. Since phone screens require your attention, **set aside time** in your schedule to call the candidates and screen them on the phone.

### Conducting a Phone Screen

*See below for a sample phone screen*



Say something like, "Hi [candidate's name], this is [employee name and title], at Discount/America's Tire. I received an email from Indeed stating you are interested in working for our company. Do you have a minute to discuss our opportunities?"

**If NO**, invite the candidate into the store for an interview. Provide them with the address and other landmarks. Tell them they can ask for the Store Manager or Senior Assistant Manager.



**If YES**, briefly describe the job and ask the candidate for more details about their interest in working for Discount Tire and the position they applied for. You will also need to confirm their availability and whether they have reliable transportation.



### Next Steps

*if you want to move forward with a candidate*

- Schedule an appointment for the in-person interview.
- Provide candidate directions to the store and who to ask for.
- Because either the Store Manager or Senior Assistant may be conducting the interview, communicate the appointment time with each other.
- Refer to the Interviewing Questions QRG, to plan your interview in advance.