



BILINGUAL STAFFING INITIATIVE

National Hiring Partner Communication

The Home Depot is committed to attracting, motivating and retaining a high-performing diverse workforce. With this objective in mind, we are focused on increasing the number of bilingual associates within our stores to better serve our customers.

As a National Hiring Partner, we would like to enlist your efforts to refer qualified bilingual applicants. In an effort to assist you, we have compiled a list of suggested steps that you can take now to match your qualified applicants with potential job opportunities at The Home Depot.



WHAT YOU CAN DO TO SUPPORT OUR NEED...

- Communicate regularly with your local Home Depot Store Human Resources Manager regarding their short and long-term staffing needs, including their need for bilingual associates.
- Post and distribute the enclosed flyer to qualified bilingual job seekers.
- Ask your current job seekers for bilingual referrals.
- Communicate The Home Depot bilingual employment opportunities to other organizations in your local community.

HOW TO APPLY FOR A HOME DEPOT OPPORTUNITY...

- Interested job candidates can **apply online at careers.homedepot.com** or use the employment center kiosk at a local Home Depot store.
- Inform job candidates to **indicate all positions and store locations** for which they are interested. Please keep in mind that job candidates will only be considered at those store locations they indicate.
- Bilingual candidates **should indicate their ability to speak, read and/or write a given language** within the on-line employment application. Human Resource Managers will look at language capabilities as they screen applications.
- Inform job candidates that **their employment application will remain active for 60 days.**

QUESTIONS? Contact your local Home Depot or EXPO Store Human Resources Manager