

It's Good to be
ORANGE



..... makes a difference here.

[your name↑]



Welcome to Onboarding

The Home Depot University (HDU) team is dedicated to developing values-based associates who create an environment where customers want to shop. We have tools that help guide us on the decisions that we make (Values Wheel), the way in which we prioritize (Inverted Pyramid) and how we run a successful business (The Big 3). We know that a solid onboarding experience comes first and is the key to a successful transition.

Keys to successfully becoming a valued member of our team:

- Apply at careers.homedepot.com
- Search for the store you would like to apply to
- Find the position you are interested in
- Create a log in and password
- Fill in general information
- Complete the appropriate assessment

After fully completing the application (successfully), you will be contacted by phone for a phone interview or pre-screening. At this time, a Home Depot representative will set up an in-store interview.

Haven't heard anything and want to check your application status?

Applicants should go to careers.homedepot.com and look for the "Returning Users" link at the top of the page and then select in-store hourly or Distribution Hourly to login and then can access the "Job Submission Status" page from the Welcome screen to view the status of their applications.



You have an interview! What's next?

At The Home Depot we are committed to being the #1 Customer Service Retailer in the world. We are looking for smiling faces that want to grow with us and help us grow as a business. Each position has it's own job description.

Making our *Customers a First Priority* is every associates job.

If you are the right fit for our team, we will either schedule a second interview before you leave or call you after we have interviewed all candidates. If you are under 18 and are offered a position; your parent or legal guardian must be present at time of offer and to consent background and drug screening.

Were you offered a position? Here are some facts!

- All offers are contingent on a passing drug screening within 48 hours of the offer
- We run a background check that takes 10-14 business days
- You might be offered a position other than what you applied for
- Upon successfully passing both drug and background you will be hired in
- When hiring in, it takes 24 hours before you are active as an employee
- You will attend an all day Saturday paid orientation before training starts
- You will have an assigned coach to assist in guiding you through your first weeks

New Associate?

Let us guide you with our New Associate Coach Program



- **WHAT:** The New Associate Coach Program provides new associates with support, helpful tools, and the opportunity to shadow an experienced Home Depot associate while on the job.
- **WHO:** Store managers (SM), assistant store managers (ASM), department supervisors (DS), area supervisors (AS), associate support department supervisors (ASDS), and new associate coaches should read this program guide and checklists.
- **WHEN:** New associates should shadow their coach as much as possible during their first 2 weeks of employment, with a minimum of three mandatory shifts. Associates in select departments will also partner with their department supervisors to complete additional coaching.

Additional Information to help you succeed



Getting to Know Us

When you become a Home Depot associate, you are part of a strong team that values you, your family and our communities.



Benefits

Take advantage of your benefits!

The Home Depot offers a variety of Orange Life benefits to help you live, grow and win. Valuable benefits range from health-focused benefits to those that can protect your finances.*

**Eligibility for benefits may depend on employment status, physical location and years of service with the Company.*



Career & Development

Learning and career development tools were created just for you to strengthen and build your Home Depot career. Take advantage of KnowledgeDepot for training opportunities and myOrange Ladder to help guide your career path.



Personal & Pay Information

It is imperative that your personal information, pay option(s) and tax withholdings are verified and updated as necessary within your first two weeks of employment. Once you are settled in to your new position, be sure to visit My Money, Awards & Bonuses for all things dollars and cents, including bonus opportunities like Homer Awards and Success Sharing.