<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
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<td>Introduction to the Darden Talent Acquisition System</td>
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<td>Overview of TAS – Darden’s Web-Enabled Selection Tool</td>
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<td></td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>48</td>
</tr>
</tbody>
</table>
Introduction to the Darden Talent Acquisition System

The objective of the Darden Talent Acquisition System is to provide a solution for acquiring frontline talent needed to sustain and grow our business.

Benefits include:

» Increased applicant pipeline of pre-screened/qualified candidates

» Reduced manager time in:
  ▪ Processing manual applications and assessments
  ▪ Interviewing unqualified applicants
  ▪ Processing new hire paperwork (TAS integrates with PeopleSoft)

» Electronic records retention vs. paper application document storage

» Increased process consistency and legal compliance
Overview of TAS – Darden’s Web-Enabled Selection Tool

TAS is a robust web-enabled selection tool that manages the entire selection process

» Candidates use TAS to:
  - Search for positions/locations
  - Complete entire application process
  - Receive email correspondence from the restaurant throughout process
  - Complete new-hire paperwork

» Managers use TAS to:
  - Identify and evaluate pre-qualified, top-rated applicants
  - Manage applicants throughout the hiring process

» Applicant screening is a key feature of TAS. Applicants:
  - Answer pre-qualifying questions
  - Complete a pre-screening questionnaire that rates availability, flexibility and experience
  - Take the same assessment
    - 105 questions – measures predicted success in customer service, engagement, retention and teamwork
    - has been validated in the service industry
    - will be refined as we obtain more data

» TAS will:
  - Store the assessment for one year
The Online Applicant Experience
Applicants complete the entire application process through TAS

» Create A Log In Account

» Search For Jobs
» Review Job Descriptions

Title: Bartender
Job Description: Work in a team-oriented, high-volume, fast-paced, guest-centric environment to deliver on our purpose of Hospitality. Our passion for 100% guest delight by: Demonstrating genuine hospitality and delivering exceptional guest services in the bar area, including: • Mixing, garnishing and serving alcoholic and non-alcoholic drinks according to company specifications for guests at the bar and in the restaurant • Helping guests be aware of and choose menu items, taking orders and making guests feel taken care of during their visit • Keeping the bar stocked and clean while always providing friendly and attentive service • Adhering to company standards for serving alcoholic beverages
Restaurant Location: Plymouth, Ma
Address: 102 Colony Place Rd
City: Plymouth
State: MA
Zip code: 02360

» Select Position and Location

-5-
» Complete Pre-Screen Information, Application and Assessment

Helpful Tips for a Positive Applicant Experience:
• Please allow yourself 30 to 45 minutes to complete your online application and assessment.
• For security purposes we are unable to provide login or password information once you have created your profile. Please make note of the email address and password you used when creating your profile.
• Please be sure to scroll to the bottom of each page to make sure you’ve answered all questions.

E-Verify and Right to Work: Red Lobster uses E-Verify to verify the identity and employment eligibility of all persons hired to work in AZ, MO, MS, OK or SC. If you are a resident of one of these states, please review the E-Verify notice and the Right to Work notice before proceeding.

Received Email Communications Throughout The Application Process

Thank you, Chirissy, for your interest in becoming part of the Olive Garden family. You have completed the application process to join Olive Garden. Please note the Candidate Reference Number the system has created for you, 102912, and keep it in your records.

If we have an open position that you’re qualified for, one of our restaurant managers will contact you. Otherwise, your information will remain in our system for 30 days. After that time, you may choose to reapply.

Olive Garden is part of Darden, the largest full-service restaurant company in the world, and we invite you to learn more about our company and our family of restaurants at www.darden.com.

Thank you again!

*Please do not reply to this email.
The Online Application Process / Manager Functions

Online Application Process At-A-Glance

1. Identify Applicants
2. Evaluate Applicants
3. Discontinue or Continue to Interview
4. Schedule and Conduct Interviews
5. Discontinue or Extend Offer
6. Conduct Orientation
Step 1 – Identify Applicants

» The TAS Manager Dashboard:

“My Open Reqs” lists all applicants that have applied. This is your main panel to manage applicants!

“New” are applicants you have not yet viewed

“Total Active” includes all candidates that have applied for that position

“My Candidates” panel separates active candidates by HR Status

12 applicants have currently applied for the Bartender position. Click on the number to view applicants.
TAS Applicant View

- Viewed – candidates you’ve personally reviewed
  - A ✓ will appear in the viewed column only if you’ve personally reviewed the candidate
  - You will not see a ✓ next to candidates that other managers have reviewed
- Candidate Type – External, Internal (Internal candidates are instructed to contact a manager when they apply, but will show up on your screen), or Past Employee
- HR Status – Identifies where they are in the process
- Email-link – Link to view email templates and email history
- Assessment Results – Green, Yellow, Red
- Link to Assessment Page – Takes you to applicant’s Detail Score Report (for future use only) and link to Interview Guide
- Pre-Screening Results – Pre-Screening score
Step 2 – Evaluate Applicants

» Identify and select applicants to interview by reviewing assessment results, experience, availability, flexibility, and all other factors for the particular job at your locations

» Select candidates by reviewing Assessment Results and Pre-Screening Results:

Assessment Results

Candidates in: 6138R : Bartender

Pre-Screening Results

» Assessment Results measure applicants predicted success in:
  - Customer Service
  - Engagement
  - Retention
  - Teamwork
Scores are rated based on the overall importance in each position
Always use assessment results as your primary factor when choosing applicants

- **Green** – Responses on the assessment support the characteristics that predict success on the particular job
- **Yellow** – Responses on the assessment generally support the characteristics that predict job
- **Red** – Responses on the assessment, overall, do not generally support the characteristics that predict success on the particular job, but you still may consider this candidate

Pre-Screening Results measures an applicant’s
- Experience
- Availability
- Flexibility
The higher the score (possible 100 points) the more experienced, available and flexible the applicant is

Click on the Pre-Screening score to view the Pre-Screening Results Report
Use the report to review details of an applicant’s experience, availability and flexibility
Gateway Questionnaire Job Response - Olive Garden - US English/34BR, 42BR, 49BR, 7...

Olive Garden Employment Application - DRAFT 28 : 69

Welcome: 0

I have read and acknowledge the Equal Opportunity Employer and Reasonable Accommodation statement

Qualifying Questions: 7

Are you a current employee of any Darden restaurant, including LongHorn Steakhouse, Red Lobster, Olive Garden, Bahama Breeze, The Capital Grille, Seasons 52, or the Darden Support Center? No

Are you over the age of 18? Yes

If you are applying for a server or bartender position, do you meet the legal state age requirement to serve alcohol? Yes

Do you have the legal right to work in the United States? Yes

Candidate Profile: 99

First name: Rich
Middle name: G
Last name: Applicant
Address line 1: 800 S 16th St
Country: United States
City: Omaha
State/Region/Province: Nebraska
Zip/Postal code: 68124
Primary phone: 402-488-0555
Contact email address: Rownester@gmail.com

What is your highest level of education? Some College

Do you have prior work experience? Yes

Employer Name: Rigo Dining
Job Title / Position held: Bartender
Location City, State: Omaha, NE
Employer Phone Number: 4025551212
May we contact this employer? Yes

Start Date: 10-Dec-2007

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have additional work experience?</td>
<td>No</td>
</tr>
<tr>
<td>What is your highest level of restaurant experience?</td>
<td>Fine Dining experience</td>
</tr>
<tr>
<td>How many years of experience do you have in full service restaurants?</td>
<td>Three or more</td>
</tr>
<tr>
<td>How many different employers have you had in the past 2 years?</td>
<td>One</td>
</tr>
<tr>
<td>Do you have previous full service restaurant experience as a food-server/bartender?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have previous full service restaurant experience serving wine/beer/alcoholic beverages?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have previous full service restaurant experience as a host/service assistant?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have previous full service restaurant experience as a cook/chef?</td>
<td>No</td>
</tr>
<tr>
<td>Do you have previous full service restaurant experience in other kitchen functions?</td>
<td>No</td>
</tr>
<tr>
<td>Are you willing to be cross-trained in different job functions?</td>
<td>Yes</td>
</tr>
<tr>
<td>Do you have experience as a certified trainer?</td>
<td>No</td>
</tr>
<tr>
<td>Do you have any visible tattoos?</td>
<td>No</td>
</tr>
<tr>
<td>Questions: 23</td>
<td></td>
</tr>
<tr>
<td>How did you hear about us?</td>
<td>RL</td>
</tr>
<tr>
<td>Do you have access to transportation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Have you ever been employed by any Darden restaurant, including Longhorn Steakhouse, Red Lobster, Olive Garden, Bahama Breeze, The Capital Grille, Seasons 53 or the Darden Support Center?</td>
<td>No</td>
</tr>
<tr>
<td>Have you submitted an application within the last 30 days to any Darden restaurant, including Longhorn Steakhouse, Red Lobster, Olive Garden, Bahama Breeze, The Capital Grille, Seasons 53 or the Darden Support Center?</td>
<td>No</td>
</tr>
<tr>
<td>Date you are available to start employment</td>
<td>01-Apr-2011</td>
</tr>
<tr>
<td>How many hours per week do you expect to work?</td>
<td>20</td>
</tr>
<tr>
<td>Expected Hourly Rate</td>
<td>10</td>
</tr>
<tr>
<td>Expected Weekly Earnings</td>
<td>300</td>
</tr>
<tr>
<td>Do you have any relatives working at Darden?</td>
<td>No</td>
</tr>
<tr>
<td>Are you willing to work lunch shifts?</td>
<td>Yes</td>
</tr>
<tr>
<td>Please indicate which days of the week you are available to work lunch shifts.</td>
<td>Thursday, Friday, Saturday</td>
</tr>
<tr>
<td>Are you willing to work dinner shifts?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Gateway Questionnaire Job Response - Olive Garden - US English/34BR, 42BR, 49BR, 7... Page 3 of 3

Please indicate which days of the week you are available to work dinner shifts.

<table>
<thead>
<tr>
<th>Day</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Are you willing to work both a lunch and dinner shift in the same day?

Yes

Are you willing to work holidays?

Yes

Are you willing to stay late in an emergency?

Yes

Is your schedule flexible so you can attend training?

Yes

Have you been convicted of a felony, or been incarcerated in connection with a felony, in the past 10 years?

No

Special Employment Notices: 0

I understand that Red Lobster, Olive Garden, LongHorn Steakhouse, Bahama Breeze, Seasons 52 and The Capital Grills are owned and operated by several subsidiaries of Darden Restaurants, Inc. (the "Darden Companies").

Accept

The Darden Companies do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age (as defined by applicable law), legally recognized handicap, or veteran status. The Darden Companies are subject to the provisions of the resident state's Workers' Compensation Act and provides all staff members with coverage.

Accept

I understand that the Darden Companies, including Red Lobster, Olive Garden, LongHorn Steakhouse, Bahama Breeze, Seasons 52, and The Capital Grills, have in place a Dispute Resolution Process (DRP), and I further acknowledge and agree that if I am offered and accept employment, any dispute between me and any of the Darden Companies relating in my employment and/or my separation from employment, shall be submitted within one (1) year of the day which I learned of the event and shall be resolved pursuant to the terms and conditions of the DRP.

Submit: 0

Statement Acceptance: Accept

Signature of Applicant (Please type name): RG

Date added: 09-Mar-2011

Step 3 – Discontinue or Continue to Interview

To Discontinue an Applicant

- Change the HR Status to “Discontinue (no email)” if you

---

Thank you again for your interest in becoming part of the Olive Garden team. It has been 30 days since you completed the application process. If you’re still interested in a position with Olive Garden, you may reactivate your file by clicking on this link [Olive Garden Careers](#).

In order to verify the application information you previously submitted, simply enter the same user name and password. Your assessment will remain in the system for 12 months, so you shouldn’t need to re-take it at this time. If you don’t remember your password, please click on the Forgot your password link located at the bottom of the login box.

*Please do not reply to this email*
To Continue an Applicant

» Change the HR Status to “Interview”
  - TAS automatically sends the applicant an email asking them to contact a manager to schedule an interview

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>HR Status</th>
<th>Email Link</th>
<th>Assessment Results</th>
<th>Link to Assessment</th>
<th>Pre-screening Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biggbybaug, Hot</td>
<td>External</td>
<td>Interview</td>
<td></td>
<td>1 - Green</td>
<td>View Detail Score Report</td>
<td>97</td>
</tr>
<tr>
<td>Malone, Motie</td>
<td>External</td>
<td>Interview</td>
<td></td>
<td>2 - Yellow</td>
<td>View Detail Score Report</td>
<td>72</td>
</tr>
<tr>
<td>May, Maggie</td>
<td>External</td>
<td>Interview</td>
<td></td>
<td>1 - Green</td>
<td>View Detail Score Report</td>
<td>84</td>
</tr>
<tr>
<td>Mouse, Minnie</td>
<td>External</td>
<td>Assessment Completed</td>
<td></td>
<td>3 - Red</td>
<td>View Detail Score Report</td>
<td>94</td>
</tr>
<tr>
<td>chung, chung</td>
<td>Internal</td>
<td>Assessment Completed</td>
<td></td>
<td>1 - Green</td>
<td>View Detail Score Report</td>
<td>79</td>
</tr>
<tr>
<td>scott, monty</td>
<td>External</td>
<td>Assessment Completed</td>
<td></td>
<td>2 - Yellow</td>
<td>View Detail Score Report</td>
<td>51</td>
</tr>
</tbody>
</table>

Thank you, BRITNEY, for your interest in becoming part of the LongHorn Steakhouse family. We have reviewed your application and assessment and would like to interview you for an open Server position. Please call 770/2103200 within the next two days and ask to speak with a manager.

We look forward to meeting with you soon!

Sincerely,
The Management Team
LongHorn Steakhouse
2256 Mt Zion Parkway
Morrow, GA 30260

*Please do not reply to this email
The applicant’s Applicant Summary Information automatically pops up and prompts you to print it.
The Applicant Summary

Applicant Summary Information for Yeoman, Kathy

Please print this page by right mouse clicking and selecting 'Print' and attach to the Selection Interview Guide.

The Selection Interview Guide is found by clicking on the link in the 'Link to Assessment' column for your applicant on your Manager dashboard. Then, when the new window pops-up, scroll to the bottom of the page and click on the 'Follow-Up Questions' button to select the appropriate guide, then click on the appropriate Interview Guide and right click to print the Interview Guide Form.

Applicant Registration Information

Applicant First Name: Kathy
Applicant Last Name: Yeoman
Applicant Address: 1234 Address Lane
City: Orlando
State: FL
Postal Code: 32809

Prescreening Questions

Are you over the age of 18? ☑ Yes ☐ No
Are you willing to work lunch shifts? ☑ Yes ☐ No
Are you willing to work dinner shifts? ☑ Yes ☐ No
Are you willing to work both a lunch and dinner shift on the same day? ☑ Yes ☐ No
Are you willing to work holidays? ☑ Yes ☐ No
Are you willing to stay late in an emergency? ☑ Yes ☐ No
Is your schedule flexible so you can attend training? ☑ Yes ☐ No
Have you been convicted of a felony, or been incarcerated in connection with a felony, in the past 10 years? ☑ Yes ☐ No
Have you ever been employed by any Darden restaurant, including LongHorn Steakhouse, Red Lobster, Olive Garden, Bahama Breeze, The Capital Grille, Seasons 52 or the Darden Support Center? ☑ Yes ☐ No
Have you submitted an application within the last 30 days to any Darden restaurant, including LongHorn?

https://staging128.brassring.com/JetStream/500/Presentation/Template/ASP/Candidate/Form... 3/30/2011
The Applicant Summary – Continued

Applicant Summary Information for Yeoman, Kathy

Steakhouse, Red Lobster, Olive Garden, Bahama Breeze, The Capital Grille, Seasons 52 or the Darden Support Center?

Applicant Work History Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Company Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Title of Immediate Supervisor

<table>
<thead>
<tr>
<th>Job Title/Position held</th>
<th>Start Date of Employment</th>
<th>End Date of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason for Leaving

Rate of Pay - Starting Wage

Rate of Pay - Ending Wage

May we contact employer

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Previous Employer 1

<table>
<thead>
<tr>
<th>Previous Employer 1</th>
<th>Company Address</th>
<th>Company Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Title of Immediate Supervisor

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Reason for Leaving

Rate of Pay - Starting Wage

Rate of Pay - Ending Wage

May we contact employer

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Previous Employer 2

<table>
<thead>
<tr>
<th>Previous Employer 2</th>
<th>Company Address</th>
<th>Company Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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The Applicant Summary – Continued

<table>
<thead>
<tr>
<th>Name and Title of Immediate Supervisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title/Position held</td>
<td></td>
</tr>
<tr>
<td>Start Date of Employment</td>
<td></td>
</tr>
<tr>
<td>End Date of Employment</td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
</tr>
<tr>
<td>Rate of Pay - Starting Wage</td>
<td></td>
</tr>
<tr>
<td>Rate of Pay - Ending Wage</td>
<td></td>
</tr>
<tr>
<td>May we contact employer</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

Upon the successful completion of the interview process, please proceed with the Employment History Verification step as noted in the Selection Interview Guide. Provided above is the Employment History Verification information which has been completed by the applicant.

* = required field

Save  Clear  Close

https://staging128.brassring.com/JetStream/500/Presentation/Template/ASP/Candidate/For...  3/30/2011
» Print a copy of the Selection Interview Guide by clicking on the “View Detail Score Report”

» Then click on “Follow-Up Questions”

Note: When evaluating candidates, rely on the Green, Yellow, and Red Assessment Results on the Manager Dashboard and NOT the individual success measures in the Detail Score Report (data is for future use only). Do not print the Detail Score Report!
Interview Guides will appear

The Selection Interview Guide contains the same questions you currently use, but the formatting may look different.
Attach the Selection Interview Guide to the Applicant Summary. Now, you’re ready to interview your applicant!
Step 4 – Schedule and Conduct Interviews

» Schedule the applicant for interviews
  ▪ Remember, TAS emails the applicant to call you, or you can call them

» Conduct interview following the same process you currently use
  ▪ Use the Applicant Summary and the Selection Interview Guide

» After interviewing, thank the candidate for their interest and let them know you’ll be in touch with them

» Conduct employment history verification before the final interview and record on the Applicant Summary
Step 5 – Discontinue or Extend Offer

To discontinue the applicant

» Change the HR Status to “Discontinue (email)"

» TAS automatically sends an email letting the applicant know we will not be offering them the position they interviewed for

Thank you, Andy, for your interest in becoming part of the Olive Garden family.

After careful consideration, we regret that we are unable to offer you employment with Olive Garden at this time. We wish you all the best.

*Please do not reply to this email
To extend an offer after the final interview:

» Change HR Status to “Extend Offer”
» Once the candidate accepts offer, change HR Status to “Offer Accepted”
» TAS sends the candidate a congratulatory email that includes:
  ▪ Dress standards for their first day of work
  ▪ Required list of I-9 documents to bring to orientation (excluding Canada)
  ▪ Instructions/link to complete a New Hire Form prior to orientation

Congratulations, Charlie, and welcome to the Olive Garden family!
We’re delighted that you’re joining us and look forward to a mutually productive and rewarding relationship.

To complete the job acceptance process, please click New Hire Form to provide us with your most current personal information. To help ensure we are prepared for your upcoming orientation, it is important that you complete the New Hire Form as soon as possible. Please note that this is a secure site and all information is confidential.

We look forward to seeing you soon. Please refer to the attached “Dress & Appearance Guidelines” (below) and come dressed accordingly when you report for your first day of work. You’ll also need to bring documentation for Employment Eligibility Verification as noted in the “Lists of Acceptable Documents” (below).

Please don’t hesitate to contact us if you need any additional information or have any questions.
Thanks again for choosing Olive Garden!

Sincerely,
The Management Team
Olive Garden
51 Reenders Drive
Winnipeg, Manitoba, MB R2C5E8
204/6618129

*Please do not reply to this email.

Attached Files:
OG Appearance Standards.pdf
List of Acceptable Documents.pdf
» TAS will flag the candidate when the New Hire Form is completed

» Contact the candidate to schedule the New Hire Orientation date and time
Step 6 – Conduct Orientation

» Change HR Status to “PreHire”

» The Personnel Information Form automatically displays and prompts you to print it

» Print Personnel Information Form (TAS auto populates applicant’s personal information)
   - The TAS Personnel Information Form replaces the current Personnel Information Form found in the employee folder

» Complete these additional fields on the printed Personnel Information Form (not in TAS):
   - Hire date
   - WOTC 8850, 5-digit number
   - Paycard information
   - W4 Tax and withholding selections
   - Job codes and pay rates
» Personnel Information Form (right-click to print)

<table>
<thead>
<tr>
<th>Personnel Information Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Hire Date</td>
</tr>
<tr>
<td>Restaurant #</td>
</tr>
<tr>
<td>USA_0025</td>
</tr>
</tbody>
</table>

INFORMATION: The information on this page is only a summary of the employee's personnel information, it is also used as a new hire worksheet. The information is listed in the same order it will be entered into Manager Access to complete the new hire process for personnel.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Bo</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Derck</td>
</tr>
<tr>
<td>Address 1</td>
<td>123</td>
</tr>
<tr>
<td>Address 2</td>
<td>456</td>
</tr>
<tr>
<td>City</td>
<td>Miami</td>
</tr>
<tr>
<td>State</td>
<td>FL</td>
</tr>
<tr>
<td>Postal Code</td>
<td>12345</td>
</tr>
<tr>
<td>Phone number</td>
<td>111-111-1111</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Email@address.com">Email@address.com</a></td>
</tr>
</tbody>
</table>

| Ethnic group               | Two or More Races: (Not Hispanic or Latino) |
| Gender                     | Female |

| Highest Education Level    | Not Selected |
|                            | High School Diploma/GED |
|                            | Some College |
|                            | Some HS or Less Degree |
|                            | HS or HS Degree |
|                            | Some Degree |

| Date of Birth              | 01/01/2023 |
| WOTC Code                  |          |
| Pay Card Customer ID       |          |
| Federal Tax Status         |          |
| Federal Tax Exempt         |          |
| State Tax Exempt           |          |
| State Tax Exempt           |          |
| Additional FSA             |          |
| Additional UWIA            |          |

| Job Code/Rate Information  |          |
| Primary Job Code           |          |
| Primary Job Code Pay Rate  |          |
| Secondary Job Code         |          |
| Secondary Job Code Pay Rate|          |
| Training Job Code          |          |
| Training Job Code Pay Rate |          |

| Emergency Contact Information |          |
| Name                        |          |
| Phone number                |          |

| Termination Information     |          |
| Effective Date              |          |
| Manager involved in termination |          |

» Login to PeopleSoft, click on the magnifying glass icon, click on the new hire's name
» Enter additional required information (hire date, WOTC, pay card, etc.)
» Complete I-9 Express (same process as today)
If the applicant did not complete the New Hire Form prior to orientation:

» Instruct candidate to complete New Hire Form on DASH POS terminal
  ▪ Login as a manager
  ▪ Pull up the candidate’s New Hire Form on TAS (see Quick Reference Guide)
  ▪ Ask applicant to enter date of birth, Social Security number, EEO information and emergency contact information

» Change HR Status to “PreHire”
» Print and complete Personnel Information Form
» Enter additional information into PeopleSoft
» Complete I-9 Express

When using your POS terminal to allow the new employee to complete the New Hire form through DiSH on your DASH system, you may need to calibrate your POS terminal.

» Steps to calibrate your DASH POS terminal:
  1. Swipe manager card into the terminal.
  2. Touch the ‘Employee’ tab at the top.
  3. Touch ‘Links’ tab on the right menu.
  4. Select ‘Calibrate touchscreen’.
  5. Touch and hold on touch sensor to calibrate

» You may also need to move the online keyboard from one spot to another on the screen in order to complete the form. To do this simply touch the perimeter of the online keyboard and drag it to where you would like it to be.

» If you continue to have calibration issues please call the Help Desk at 1(800) 551-2444
The Walk-in Application Process/ Manager Functions

Walk-in Application Process At-A-Glance

1. Applicant Requests Application/ Receives Applicant Handout
2. Applicant Completes Application and Assessment
3. Application and Assessment Faxed for Manual Entry
4. Evaluate Applicant on TAS
5. Conduct Interviews
6. Extend Offer
7. Conduct Orientation
Step 1 – Applicant Requests Application / Receives Applicant Handout

» The Host:
  - Lets applicant know we have an online application process and gives them an Applicant Handout
  - Provides details of how to apply online
  - Instructs applicant to ask for a manager if they do not have access to a computer/internet

» The manager:
  - Again, encourages applicant to apply online, and suggests nearby locations with free computer/internet access (libraries, community centers, friends, relatives, etc.)
  - Lets applicant know it will take approximately 90 minutes to complete the application and assessment process
  - Will proceed to Step 2 if the applicant cannot apply online
Step 2 – Applicant Completes Application and Assessment

» Print all paperwork (all documents are on one PDF: TAS Dashboard > Quick Links > Walk-in Applicant Forms-USA or Walk-in Applicant Forms-Canada (all documents will print)
  ▪ Application Form
  ▪ Fax Cover Sheet
  ▪ Assessment Answer Sheet

» Gather Assessment Questionnaire (each restaurant will receive re-usable English/Spanish booklets)

» Give the applicant the Application Form to complete
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

In order for you to be considered for employment, this application must be filled out in its ENTIRETY. All statements made by applicants for employment on this application form will be checked for accuracy.

First Name (Print in Ink) ___________________________ Last Name ___________________________ Today’s Date ___________________________

Are you over the age of 18? Yes No

If you are applying for a server/bartender position do you meet the legal state age requirement to serve alcohol? Yes No Not applying for a server/bartender position

Position applying for: ___________________________

Do you have the legal right to work in the United States? Yes No

It is the policy of this employer to hire only United States citizens, or individuals authorized to work in the United States. All employees must verify employment eligibility prior to beginning work.

Current Address: ___________________________

City: ___________________________ State: __________ Zip: ___________

Primary Phone: ___________________________ Alternate Phone: ___________________________

What is your highest level of Education? 

□ High School Graduation □ Associate’s Degree □ Bachelor’s Degree □ Master’s Degree □ Doctorate Degree □ Other

Education: ___________________________

Name and location of school ___________________________

Major Area of Study ___________________________

GPA: ___________________________

Graduate/Last Degree: ___________________________

High School ___________________________

College: ___________________________

Other: ___________________________

Do you have prior work experience? Yes No

Work History – List your last 3 jobs. Please fill out all information completely

<table>
<thead>
<tr>
<th>Current or Most Recent Job</th>
<th>Previous Job</th>
<th>Previous Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location (City, State)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer Phone number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and Title of Immediate Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates of Employment: Month/Year to Month/Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May we contact this employer? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate of Pay $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $ $</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>What is your highest level of restaurant experience? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ No server/bartender experience □ Fast Food/Quick Service □ Family dining □ Casual Dining/House □ Fine Dining</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many years of experience do you have in full service restaurants?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 0 years □ 1 year □ 2 years □ 3 or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How many different employers have you had in the past 3 years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ 0 employers □ 1 employer □ 2 employers □ 3 or more</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have previous full service experience as a host/server/bartender? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have previous full service experience serving wines/beverages/cocktails? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have previous full service experience as a busser? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have previous full service experience as a cook/ sous-chef? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have experience as a certified trainer? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have any visible tattoos? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have access to transportation? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently or have you been employed by any Darden restaurant, including Red Lobster, Olive Garden, Longhorn Steakhouse, Bahama Breeze, Seasons 52, The Capital Grille, the Darden Support Center? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, state restaurant, location, date of employment and reason exiting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you submitted an application within the last 30 days to any Darden restaurant, including Red Lobster, Olive Garden, Longhorn Steakhouse, Bahama Breeze, Seasons 52, The Capital Grille, the Darden Support Center? Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes, please provide Name of Operating Company Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date available to start work</td>
<td>How many hours per week do you expect to work?</td>
<td>Expected hourly rate</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------</td>
</tr>
</tbody>
</table>

**Do you have any relatives that work for Darden?**
- Yes [ ]
- No [ ]
- If yes, please provide name, location, and relationship.

**Are you willing to work lunch shifts?**
- Yes [ ]
- No [ ]
- Please indicate days you are available to work lunch: Mon [ ] Tues [ ] Wed [ ] Thur [ ] Fri [ ] Sat [ ] Sun [ ]

**Are you willing to work dinner shifts?**
- Yes [ ]
- No [ ]
- Please indicate days you are available to work dinner: Mon [ ] Tues [ ] Wed [ ] Thur [ ] Fri [ ] Sat [ ] Sun [ ]

**Are you willing to work both a lunch and dinner shift on the same day?**
- Yes [ ]
- No [ ]

**Are you willing to stay late in an emergency?**
- Yes [ ]
- No [ ]

**Are you willing to work holidays?**
- Yes [ ]
- No [ ]

**California:** You do not have to disclose any marijuana related convictions that are more than 2 years old.

**Connecticut:** You are not required to disclose the existence of any arrest or criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76c or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure pursuant to section 46b-146, 54-76c or 54-142a are records pertaining to a finding of disposability or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or annulled, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76c or 54-142a shall be deemed to have never been convicted within the meaning of the general statutes with respect to the proceedings so erased and may so state under oath.

**Hawaii:** Do not answer any questions related to your criminal history. You may only be asked questions regarding your conviction record once you have been made a conditional offer of employment. At this time you may be asked about convictions occurring within the past 10 years.

**Maryland:** Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment, or any employee, to submit or take a polygraph or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed $100.

**Massachusetts:** Do not answer any question related to your criminal history. Through the rest of the application process, if you have a sealed record on file with the commissioner of probation, you may answer no record with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of disposability as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

**Massachusetts:** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employee who violates this law shall be subject to criminal penalties and civil liability.

---

**Have you been convicted of a felony, or been incarcerated in connection with a felony, in the past 10 years?**
- Yes [ ]
- No [ ]

If you answered "Yes," please explain.

---

**Special Employment Notice (Please read carefully before signing below):**

I understand that Red Lobster, Olive Garden, Longhorn Steakhouse, Bahama Breeze, Bonsai 50 and The Capital Grille, are owned and operated by several subsidiaries of Darden Restaurants, Inc. (the "Darden Companies").

The Darden Companies do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, ancestry, age (as defined by applicable law), legally recognized handicapped, or veteran status. The Darden Companies are subject to the provisions of the resident state’s Workers’ Compensation Act and provides all staff members with coverage.

I understand that Darden Restaurant and Affiliated Companies, including Red Lobster, Olive Garden, Longhorn Steakhouse, Bahama Breeze, Bonsai 50 and The Capital Grille (collectively referred to as "the Company"), have entered into a Dispute Resolution Plan (DRP). I further acknowledge and agree that if I am offered and accept employment, any dispute between me and the Company arising from my employment shall be submitted and resolved in accordance with the terms, conditions and established time periods of the DRP.

I certify that all facts set forth in my application are true and complete. I understand and agree that, if employed, any misrepresentation, false statements, or omission of facts on this application may result in dismissal. I authorize the Darden Companies to check all personal and employment references and to verify all information I have included on this application form.

I understand and agree that this application, policies, procedures and other information distributed to me by the Darden Companies do not constitute or imply any contract of employment. If I am hired, I understand and agree that all other terms, policies, and procedures may be changed by the Darden Companies at any time, with or without notice. I further understand and agree that I have no right to terminate my employment relationship with the Darden Companies, with or without cause and without notice at any time, and that the Darden Companies retain a similar right.

I understand and agree that this application will be kept on active file for 30 days from the date completed, after which time I would have no right to reapply in accordance with established company procedures. However, I understand and agree that the agreement to submit and resolve disputes to the DRP does not terminate after 30 days and applies to any entire length of employment.

Signature of applicant: __________________________ Date: ________________
Fax Cover Sheet

Applicant Name______________________________

Date______________________________ Fax To: 1-877-432-8680

What documents to fax

- Application (2 pages)
- Assessment Answer Sheet

Where to find the requisition number

The requisition numbers are unique to your restaurant. Each hourly position is assigned a different number which remains constant. The requisition number can be found on the first screen once you log in to your manager dash board (MDB) on the ‘My open Reqs’ panel in the first column under the heading, ‘Job ID’. The corresponding position is located in the very next column under the heading, ‘Title’. Please enter the appropriate requisition number for the position applied for below.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>REQ #</th>
<th>POSITION</th>
<th>REQ #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartender</td>
<td>Line</td>
<td>Host/Hostess</td>
<td>Cold Station Cook (TCG Only)</td>
</tr>
<tr>
<td>Busser</td>
<td>Prep / Production</td>
<td>Server</td>
<td>Saute / Broiler (TCG Only)</td>
</tr>
<tr>
<td>Host/Hostess</td>
<td>Cold Station Cook (TCG Only)</td>
<td>Server Assistant</td>
<td>Steward (S52 Only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Utility / DMO</td>
</tr>
</tbody>
</table>
Darden Front/Back of House Assessment Score Sheet

| 1 | 2 | 3 | 4 | 5 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 |

For Manager Use Only/Sólo para gerentes: Jobs Applied To: (Requisition Numbers)

Please fax back along with completed application to: (877) 432-8680

Manager Reference Guide
» Administer the Assessment
  ▪ Give applicant the Assessment Booklet and Answer Sheet
  ▪ Assessment should take approximately 45 minutes to complete
  ▪ Review the application for completeness while applicant is taking the assessment

» Review and collect all forms:
  ▪ Application Form completed (especially required *fields)
  ▪ Assessment Answer Sheet completed
  ▪ Assessment Booklet

» Thank applicant and let them know it takes 1-2 business days to process the application/assessment and they will be contacted if they meet the qualifications
Step 3 – Application and Assessment Faxed for Manual Entry

» All walk-in applications/assessments must be faxed to Kenexa for manual processing

» Complete Application Fax Cover Sheet

» Ensure you write the requisition number and position

» Fax all documents to toll-free number on Fax Cover Sheet
  ▪ Fax Cover Sheet
  ▪ Application Form
  ▪ Assessment Answer Sheet
Step 4 – Evaluate Applicant on TAS

» The application and assessment will be processed and appear on TAS within 1-2 business days
  ▪ TAS indicates the applicant’s information was manually entered on the Manager Dashboard

» Evaluate applicant following the online guidelines
Step 5 – Conduct Interviews

» Follow same steps as the online process
  ▪ Change HR Status to “Interview”
  ▪ Applicant Summary automatically displays
  ▪ Print the Applicant Summary and Selection Interview Guide
  ▪ Place Selection Interview Guide and Applicant Summary in your current organization system for scheduled interviews
  ▪ Schedule the interview (you’ll need to call applicant since they do not have access to a computer/internet)
  ▪ Conduct interviews using the Applicant Summary and Selection Interview Guide
  ▪ After interviewing, thank applicant for their interest and let them know you’ll be in touch
Step 6 – Extend Offer

» Extend offer to candidate after final interview
» Login to TAS on a DASH POS terminal as a manager
  ▪ Change HR Status to “Offer Extended”
  ▪ Change HR Status to “Offer Accepted” (once candidate accepts position)
  ▪ Pull up candidate’s New Hire Form
» Instruct candidate to complete New Hire Form (on DASH POS terminal)
  ▪ Ask candidate to validate pre-populated information and enter date of birth, social security number, emergency contact information, EEOC information, check the Acknowledgement Box and click Submit
» Schedule the New Hire Orientation (date and time)
» Communicate dress standards for the first day
» Communicate required I-9 documents to bring to orientation
Step 7 – Conduct Orientation

» Change HR status to “PreHire Status” (Automatically displays pre-populated Personnel Information Form)

» Print Personnel Information Form

» Complete these additional fields on the printed Personnel Information Form (not in TAS):
  ▪ Hire date
  ▪ WOTC 8850, 5-digit number
  ▪ Paycard information
  ▪ W4 Tax and withholding selections
  ▪ Job codes and pay rates

» Login to PeopleSoft, pull up candidate and enter additional information (Hire date, WOTC, Paycard, W4, Job code/pay rate)

» Complete I-9 Express (same process as today)
Next Steps

Complete Online Training Modules as needed (DiSH>Enterprise Menu>People/Training>Online Training Center)

» Navigating the TAS Dashboard
» Getting Organized in TAS
» Updating HR Status
» Accessing and Viewing the Talent Record
» Searching Candidates in TAS
Communicate Changes to Your Host Team

- Communicate TAS changes to entire host team (individually or as a group)
- Follow the Host Meeting Guide to communicate key changes and their role in the application process

TAS Host Meeting Guide

Materials needed

- Applicant Handout

Overview

- Darden now has an online application process for all restaurant positions
- Applicants can search and apply online for any position at any Darden restaurant by simply going to the company’s website
- The new online application process will:
  - Improve our ability to hire great employees
  - Improve our efficiency in handling applications, allowing managers and hosts to spend more time with our guests
  - Reduce our use of paper
- We want to strongly encourage applicants to apply on-line, but we also want to be gracious and hospitable – applicants are also guests!

Host Responsibilities

- Whenever you have a walk-in applicant
  - Thank the applicant for coming in
  - Let them know that we now have an online application process
  - Give the applicant an Applicant Handout and let them know the handout explains how to apply online (show hosts the handout and ask them to read it to become familiar with the content)
  - Encourage the applicant to apply online ASAP
- If the applicant asks to see a manager, please get the manager on duty right away
- The manager will encourage the applicant to apply online, but will let them complete the application process in the restaurant, if needed
TAS Materials

» Discard all current staffing/selection materials

» Prior to going live, your restaurant will receive:
  - Reusable Assessment Booklets (English/Spanish)
  - Walk-in Applicant Handouts
  - 1 Quick Reference Guide
TAS Support

» Technical Support
  ▪ Help Desk (800) 551-2444

» Process Questions/Concerns
  ▪ Talent Acquisition Manager
Frequently Asked Questions

HR Status

» What if an applicant applies for more than one position, and I want to hire them to work in both positions?
  ▪ Move the applicant to the Pre-Hire status for one requisition only, then designate a primary and secondary job class in PeopleSoft

» What happens when I move an applicant to the Pre-Hire HR Status?
  ▪ The Pre-Hire HR Status will trigger the candidate’s information to move over to PeopleSoft and disappear from the Manager Dashboard

» What if I mistakenly change an applicant’s HR status, can I change it back?
  ▪ Yes. From the dashboard, click on ‘HR Status’, select Advanced Options from the drop down list, and click the ‘Undo Status’ button. Close the window and the system will refresh to show the previous HR status
  ▪ If the applicant is already in the ‘Pre-hire’ status, you’ll need to contact Help Desk for assistance

Forms

» If I move a candidate to the Pre-Hire status and fail to print out the personnel form, how do I locate it within the system as the candidate no longer appears on my dashboard?
  ▪ Use the search function on the top right corner of the Manager Dashboard
  ▪ Enter the applicant’s name to search
  ▪ Click on applicant’s name to get the Talent Record, then click on the Form link
  ▪ Select the form, right click, and choose print

» Can I manually print forms?
  ▪ Yes (see Talent Record section on the Quick Reference Guide for details)
Applicant

» Can a candidate apply to multiple positions or multiple locations at one time?
  ▪ Yes. Managers in different locations can process the same applicant and move them through the interview process

» Can an applicant notify us through TAS if they are no longer interested?
  ▪ Yes. The applicant can log in to their account and withdraw

» If an applicant is applying through the current online process will they be directed to go to the TAS site if the restaurant is a TAS restaurant?
  ▪ Yes. When an applicant is searching for a specific location on our website, they will be notified if a restaurant is not participating and directed to go to the restaurant to apply. If the restaurant is participating, they will automatically be sent to TAS

Manager Dashboard

» What if I can't find the applicant I am looking for on my dashboard or through the search system?
  ▪ Most likely, the applicant did not finish the application process and has not yet completed the assessment. Or narrow the search criteria to just the first name or last name

» Sometimes when I change the HR Status I don’t see the change immediately on my Manager Dashboard; why?
  ▪ Refresh your screen; often this will resolve the issue

» I can’t see new functionality on my Manager Dashboard that another manager can see; why?
  ▪ The change was put into the system after you initially logged into TAS. Please re-set your view to "Default view" by clicking on the +/- button to the right of "Welcome Restaurant Manager" located at the top/center of the screen

» Why does it take 30 days to notify a candidate when we discontinue them with the "Discontinue (no email)" HR Status?
After you have chosen the HR Status “Discontinue (no email)” an applicant’s application remains active and viewable to other restaurants in the TAS system for positions they may have applied to at other locations than your own. All applications have a 60 day expiration time period at which an auto-generated email will be sent to the applicant notifying them of the expiration. If the applicant wishes to remain active in the system he/she must re-apply after 60 days. Assessment results are valid and active in the TAS system for 1 year.

Miscellaneous

» Can I use the "back" button in my Internet Explorer window with TAS?
  ▪ No. TAS will not allow you to use the back arrow from the Internet Explorer tool bar. You must navigate back and forth from within the TAS application itself.

» Which languages will be available in the system?
  ▪ Applicants will only be able to complete the application in English. All legal disclosures can be viewed in both English and Spanish. The assessment can be taken in English and Spanish.

» Do we use TAS for rehires?
  ▪ No. You should use the same process you are currently using for rehires. TAS is designed as a new hire tool to help you evaluate and select new qualified talent for your restaurant.

» Once faxed paper applications are received and we can see the applicant in TAS are we free to destroy the paper application?
  ▪ No. We have to follow the same records retention guidelines as you use for your current process. Please do not discard any applications before the recommended retention period.

» Once an applicant is in the system, is their assessment saved for a period of time or are they required to restart the process every time they reapply?
• The assessment results are good for 1 year. When an applicant applies to a different restaurant or a different position they will not have to retake the assessment unless the 1 year time frame has expired

» What if an applicant applies to multiple positions?
  • Decide which position you are considering the applicant for and move them through the process in that position only. If you decide to hire them for another position, this can be done at the time you enter the job class into PeopleSoft

» Can I see if an applicant has applied for multiple positions?
  • Yes (see Talent Record section on the Quick Reference Guide for details)

» What can I do if I have someone apply to my restaurant but I don’t have a need and the restaurant closest to me does?
  • You can call the neighboring restaurant and provide the applicant’s name and they will be able to find them in TAS by using the search function. The neighboring restaurant will contact them and ask them to apply to that restaurant

» Can I change the text within the email templates if I want to amend the message?
  • No. All email templates are locked from editing. Attempting to edit a template will cause a system error and can potentially lock up your Manager Dashboard. Do not attempt to change the templates in any way

» What do I do with the applicants that I started in the process prior to going live on TAS? Do I have them go in and apply online?
  • No. You should continue the applicants through your current process that you started prior to ‘go live’. Everyone applying on or after your go live date should apply through TAS

» Can I see if an email was sent to the candidate?
  • Yes (see Talent Record section on the Quick Reference Guide for details)

» Will I ever need to open, close, or update reqs?
  • No. Reqs are maintained by the RSC. The system is designed to have all positions open at all times
» Can I sort my Manager Dashboard by Assessment Results (green, yellow, red?)
  ▪ Yes (see the Quick Reference Guide for details)

» What does “Hired for Other” status mean?
  ▪ When an applicant accepts an offer, the HR Status will automatically change to “Hired for Other” in any other positions/locations he/she has applied to. An applicant with an HR Status “Hired for Other” will remain on the Manager Dashboard for three days