



## Macy's, Inc. Company Information Packet

October 2014

Dear Community Partner,

Macy's, Inc. (Macy's) has selected EY to assist with expanding workforce service initiatives. EY is very excited to provide Macy's job opening and job description information to you in hopes of placing your qualified candidates. **Please note:** Macy's identifies all American Job Centers/OneStops, State or Federal agencies, Vocational Rehabilitation organizations, non-profits, schools, community agencies, etc. as Community Based Organizations (CBO) for reporting purposes.

The Macy's Company Information Packet provides information on:

- How your candidates can apply for open positions ([page 2](#))
- How applicants can identify your organization as the referral source ([page 3](#))
- Macy's and our community involvement ([page 3](#))
- Minimum requirements and qualifications to work at Macy's ([page 3](#))
- Sample job posting ([page 5](#))
- A step by step printable "**Applicant Guide**" to assist your job seekers ([page 6](#))

In addition to this information, EY will provide the following services:

- Send detailed Macy's job postings to your organization
- Share your job fair and other event information with Macy's
- Seek out up-to-date information on your organization
- Provide you with any mass hire event details from Macy's
- Coordinate with Macy's on any employer incentive opportunities offered by your organization

**If you would like more information or have questions, please contact:**

EY Workforce Services  
Email: [Workforce.Services@ey.com](mailto:Workforce.Services@ey.com)  
Phone: 866-834-5115  
Fax: 866-831-0865

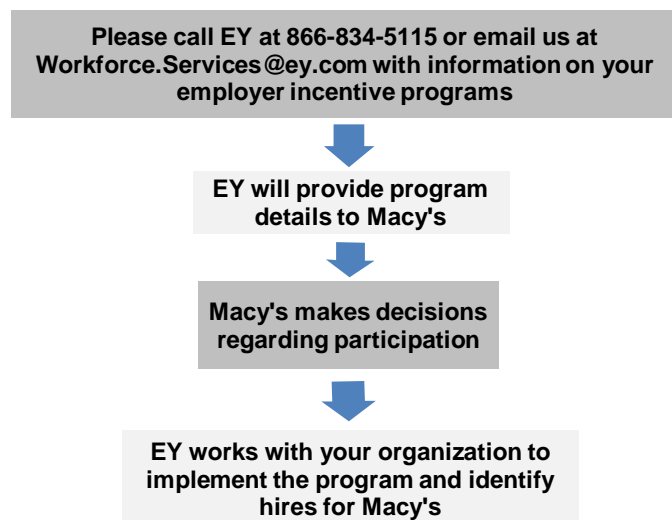
*Please indicate "Macy's, Inc." in the subject line of emails or reference in phone messages.*



## Macy's and Bloomingdale's Job Application Process



## Does Your Organization Have an Employer Incentive Program?





## Identifying Your Organization as the Referral Source

To ensure that your candidates are identified as referrals, please instruct them to complete the Community Based Organization (CBO) information as referenced in the screen below.

**Tax Credit Questionnaire**

*Did a state or local community based organization (CBO) refer you to this job or employer?*

Yes  No

CBO Name

CBO City

CBO State

CBO Type

## About Our Company

Macy's is a Fortune 100 company operating more than 800 Macy's department stores and furniture galleries in 45 states, the District of Columbia, Guam and Puerto Rico. With corporate offices in Cincinnati and New York, we also operate 40 Bloomingdale's department stores and outlets in 12 states, as well as macys.com and bloomingdales.com for distinctive online shopping experiences.

## Minimum Requirements and Qualifications

*Please note: Macy's adheres to state and local laws governing if/when these questions may be asked*

Minimum age requirement	All candidates must be at least 18 years of age
Authorization to work in US	Candidates must respond "Yes" to the question regarding ability to show proof they are authorized to work in the US to be considered for employment
Self-disclosed criminal conviction	Each situation is considered on a "case by case basis"
Availability	Availability to work a retail schedule, including days, evenings, weekends and holidays; Some stock positions may require early morning or overnight hours
Salary requirements	Hourly pay begins at the current minimum wage, with hourly rate dependent upon the position of interest, relevant education, skills and experience
Work history	Each candidate's work history will be evaluated based upon its relevance to the positions of interest



## Minimum Requirements and Qualifications – Continued

Prior to pursuing the candidate for employment, Macy's will conduct the following advanced screening:

- All portions of the Macy's legal application must be complete prior to considering the candidate for employment, including consent
- Self-disclosed criminal conviction history (*Macy's adheres to state and local laws governing if/how/when this question may be asked*)
- Rehire status for candidates with previous Macy's employment history

## Compensation and Benefits

- Compensation: Based on position and experience
- Benefits: Whether you're an hourly associate or among our salaried professionals, Macy's offers a comprehensive benefits package to enhance your work life and personal life. Among the benefits we provide, you'll find opportunities to support your health, your life and your future. We also offer programs that provide convenience and express our gratitude for your contributions. All of Macy's benefits can be accessed through our employee website – allowing you to monitor and manage the details from work or home.

## Employment Status Options

- Part-time
- Full-time
- Flex
- Seasonal

## Common Job Titles

- General Selling Associate
- General Support Associate
- Warehouse Associate
- Call Center Agent / Customer Service Representative
- Bi-lingual Customer Service Representative
- Commission Sales Professional



MACY'S  
IS NOW  
HIRING!



## Partial Sample Job Posting

{{CBO\_NAME}} {{CBO\_ID}}  
To: Employment Counselor  
Date: 10/14/2014



71686  
900 Memorial City Mall  
Houston, TX 77024

[www.macysJOBS.com](http://www.macysJOBS.com)

[www.bloomingdalesJOBS.com](http://www.bloomingdalesJOBS.com)  
FEIN: 43-0398035

### Retail Selling Specialist, Part Time: Houston, TX - Macy's Memorial City

**Job Number:**

71647483

**Job Overview:**

As a My Macy's Specialist, you will use your skills of superior product knowledge and awareness of your customer's preferences to provide outstanding service and drive top line sales. The My Macy's Specialist should be the "expert" of the merchandise and department. Creates an enhanced shopping experience, delivers exceptional service and always makes the customer the priority. Sets the standard by acting as a Role Model to co-workers/peers. Advocates for the customer and communicates customer opportunities to store and district team. You will build lasting quality relationships with customers by gathering clientele information and contacting them to follow up on purchases, suggest new merchandise, and remind them of upcoming events. You will utilize these relationships to build your business while increasing repeat sales. Performs other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**Essential Functions:**

- Assist customers in all aspects of service fulfillment by demonstrating proficient use of proprietary devices and applications; proactively create enhanced shopping experiences through the heightened use of tools, technology and collaboration
- Achieve established business goals through client development, wardrobing and suggestive selling.
- Develop new business and expand client base through aggressive networking, conducting special events and on the floor presence.
- Regular, dependable attendance & punctuality



## **Applicant Guide**

Please be prepared to spend up to 45 minutes completing the application process. This guide was designed to help you complete your application by chronologically outlining the process.

### **Resume and Additional Attachments**

While it is not required, you are able to upload resumes, cover letters or other supporting documents. Please be sure these documents reflect the information provided in the application.

### **Personal Information and Employment Availability**

Please have personal information such as address, email address and phone number available to complete this section. Remember that Macy's is a retail environment and that customers shop at non-traditional hours, so please list hours that you are actually available rather than hours that are "preferred".

### **Work Experience and Education**

Please list any work experience history and provide information on your education, starting with the highest level completed.

### **Job Match**

Share with Macy's what kind of work is most suitable for you. Responses help Macy's match applicants to the most appropriate employment opportunity.

### **Diversity**

Survey is completely voluntary and is only used for Equal Employment Opportunity reporting requirements.

### **Background Consent**

Confirm that Macy's can complete a background check.



## Tax Credit Survey

This information will screen for relevant tax credits for which Macys/Bloomingdales may be eligible should you be hired for this position. Please be sure to list the name and location of the organization that referred you in this voluntary survey.

**Tax Credit Questionnaire**

*Did a state or local community based organization (CBO) refer you to this job or employer?*

Yes  No

CBO Name

CBO City

CBO State

CBO Type

## Statements & Disclosure

Provides specific legal information about working at Macy's and requires an e-signature.

## Submission

When you have successfully completed the application, you will receive this message:

We appreciate your interest in employment with Macy's! Our preferred method of communication with applicants is via e-mail. Please ensure the e-mail address you listed on your account is your preferred contact e-mail address and adjust your spam settings to allow correspondence from HR@macysJOBS.bloomingdaleJOBS.com.

**Generally, applicants will receive an email within 48 hours with an application update.**