



OPENING DOORS
TO A WORLD OF
OPPORTUNITIES

COMMUNITY EMPLOYMENT REFERENCE GUIDE

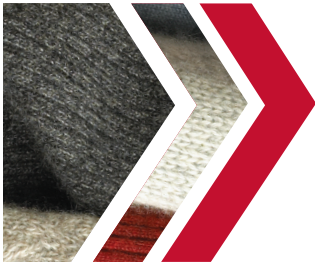


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OPENING DOORS TO A WORLD OF OPPORTUNITIES

COMMUNITY EMPLOYMENT REFERENCE GUIDE

Dear Community Partner,

We, at The TJX Companies, Inc., have selected EY as our workforce development provider.

On behalf of The TJX Companies, Inc., EY will:

- **Distribute TJX job postings to your organization**
 - Postings are sent daily or weekly based on your preference
 - Postings provide an overview of the open position(s)
 - Postings will be transmitted via email
- **Provide your organization with hire information for program compliance, on request (see sample job posting on the last page for instructions)**
- **Review and approve your organization's Non-Traditional Work Programs**
 - TJX stores participate in several types of Non-Traditional Work Programs that provide work experience.
 - We follow a **Program Review process** to approve these programs.
 - If you are interested in partnering with any of our Stores for a Non-Traditional Work Program (we encourage you to reach out to multiple locations in your area), please follow the process outlined on the right.

Introduction

Introduce yourself and your Non-Traditional Work Program to Store Management. The Manager will make the decision to participate in your Non-Traditional Work Program.

Workforce Initiatives Start Form

Request a Workforce Initiatives Start Form from the Manager. Complete the form and send it along with the requested attachments to EY as instructed at the bottom of the form.

Program Review Process

EY will contact you to complete a program review process. Once the process is complete and program participation is approved, the Manager will contact you, letting you know participation can begin at the requested store.

The following pages provide more information on our domestic chains, how to apply for open positions, and an overview of some of our positions, as well as a sample job posting.

If you have questions or would like more information, please contact EY Workforce Services:

PHONE: 866-834-5115 FAX: 866-831-0865 EMAIL: Workforce.Services@ey.com





THE TJX COMPANIES, INC.

As the leading off-price apparel and home fashions retailer in the United States and worldwide, TJX is a Fortune 200 company operating T.J.Maxx, Marshalls, HomeGoods, and Sierra Trading Post in the U.S.; Winners, HomeSense, and Marshalls in Canada; and TK Maxx and HomeSense in Europe at the end of fiscal 2015. With nearly 3,400 Stores, three eCommerce sites, and approximately 198,000 Associates, we see ourselves as a global, off-price value retailer, and our mission is to deliver great value to our customers through the combination of brand, fashion, price, and quality.

We operate with a rapidly changing assortment of brand name and designer merchandise at prices generally 20% to 60% below department and specialty store regular prices on comparable merchandise, every day. With our value proposition and exciting “treasure hunt” shopping experience, we believe that our demographic reach is among the widest in retail as we attract a broad range of fashion- and value-conscious customers across many income levels and other demographic groups.

IN THE U.S.

T.J.MAXX was founded in 1976, and together with Marshalls, forms The Marmaxx Group, the largest off-price retailer of apparel and home fashions in the United States. T.J.Maxx operated 1,119 Stores at year-end 2014. T.J.Maxx offers family apparel and home fashions with expanded fine jewelry and accessories department and in some Stores, The Runway, a high-end designer department.

MARSHALLS was acquired by TJX in 1995, and with T.J.Maxx forms The Marmaxx Group, the largest off-price retailer of apparel and home fashions in the United States. Marshalls operated 975 Stores at 2014’s year-end. Marshalls offers family apparel and home fashions, including expanded footwear and men’s departments and The CUBE, a department specifically for juniors.

HOMEGOODS, introduced in 1992, is a destination for off-price home fashions, including giftware, home basics, accent furniture, lamps, rugs, and wall décor. HomeGoods operates in a standalone and combo store format, which couples HomeGoods with T.J.Maxx or Marshalls. At 2014’s year-end, HomeGoods operated 487 Stores.

SIERRA TRADING POST, acquired by TJX in 2012, is a leading off-price retailer of brand-name outdoor gear, apparel, footwear, and home fashions. Sierra Trading Post offers customers Great Deals on Great Brands, with an ever-changing selection of merchandise for the entire family, all at great values. Based in Cheyenne, WY, Sierra Trading Post launched its eCommerce business in 1998. At 2014 year-end, Sierra Trading Post operated SierraTradingPost.com and six Stores located in Colorado, Wyoming, Idaho, and Nevada.





APPLICATION PROCESS STORE OPENINGS

At The TJX Companies, Inc., our mission is to exceed the expectations of our customers, every day. We strive to deliver exceptional value in an atmosphere that's friendly and fun. To accomplish this, we depend on our Associates to provide a courteous, helpful, and enjoyable shopping experience for all customers. In return, we've created a workplace that values honesty, mutual respect, teamwork, and high standards — where every person has the chance to excel. We also provide reasonable accommodations to applicants and Associates with disabilities. Minimum age for work is 16 (for summer and in-school youth). High school diploma/GED preferred, except for summer/in-school youth.

WAGES

Wages and salary vary depending on Store, location, and job title.

HOURS

Part-time opportunities — averaging less than 30 hours per week

Full-time opportunities — averaging 30 or more hours per week

JOB BENEFITS

In addition to our open atmosphere and supportive work environment, we offer the following benefits for full-time Associates:

- Optional participation in medical, dental, life insurance, short-term disability (if applicable), vision discount program, and 401(k) profit-sharing plan
- Competitive paid time off and Associate discount
- Paid sick time, where applicable

For part-time Associates, we offer the following benefits:

- Optional participation in a 401(k) profit-sharing plan
- Associate discount
- Paid sick time, where applicable





STORE POSITION OVERVIEW

MERCHANDISE ASSOCIATE:

(Part-time) Responsible for assisting in the daily operations of the Store. Assigned to work in various areas of the Store, including merchandise presentation, processing, markdowns, cashier, customer service, Dressing Room (if applicable) and layaway (if applicable). Greets, interacts with, and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Role-specific requirements: Applicants must have the ability to lift up to 50 lb., reach overhead, and be able to bend and twist.

ADMINISTRATIVE COORDINATOR:

(Full- or part-time) Responsible for managing administrative, clerical, and office activities. Balances daily receipts in accordance with Company guidelines and policies. Oversees human resource records and systems. Ensures that office equipment is kept in good working order. Communicates effectively with Management and Store Associates, including dissemination of information in a timely and consistent manner. Administers training of Store Associates, as assigned. Role-specific requirements: Responsible for teaching, training, coaching, and leading others.

BACKROOM COORDINATOR:

(Full- or part-time) Orchestrates receipt of backroom truck and manages processing of the merchandise. Organizes and rotates back stock for easy replenishment. Maintains cleanliness and organizational standards throughout the backroom. Leads by example, providing prompt and courteous customer service. Communicates effectively with Management and Store Associates. Trains Store Associates on processing procedure. Role-specific requirements: Responsible for teaching, training, coaching, and leading others. Applicants must have the ability to lift up to 50 lb., reach overhead, and be able to bend and twist.

CASH OFFICE ASSOCIATE:

(Part-time) Responsible for ensuring the accurate and timely coordination of all monetary transactions in the Store on a daily basis. Responsible for performing and training all administrative functions relative to cash balancing and reconciling register transactions on a daily basis. Serves as a liaison between Store and Home Office regarding balancing activities. Advises management of any discrepancies. Role-specific requirements: Strong math skills.





STORE POSITION OVERVIEW (CONTINUED)

CUSTOMER EXPERIENCE/ENGAGEMENT COORDINATOR:

(Full- or part-time) Responsible for operational controls at the front line, service desk, layaway, and jewelry. Ensures front-line Associates provide prompt, courteous, and knowledgeable service to all customers. Resolves customer service issues appropriately and competently. Audits and approves all necessary front-line paperwork. Responsible for training and developing Store Associates on customer service standards, register procedures, and proper front-line procedures and controls. Role-specific requirements: Responsible for teaching, training, coaching, and leading others.

MERCHANDISE COORDINATOR:

(Full- or part-time) Responsible for establishing and executing merchandising plans and priorities. Ensures fresh flow of merchandise from backroom to sales floor. Ensures execution and maintenance of all merchandising standards (e.g., sizing, categorizing, signing, no tickets, mismates, damages, recovery, dusting, and cleaning). Leads by example, providing prompt and courteous customer service. Communicates effectively with management and Store Associates. Trains Store Associates on proper merchandising procedures and markdowns. Role-specific requirements: Responsible for teaching, training, coaching, and leading others. Merchandise presentation experience. Applicants must have the ability to lift up to 50 lb., reach overhead, and be able to bend and twist.

In addition to the role-specific requirements, all positions require the following:

- Ability to work a flexible schedule, including nights and weekends
- Excellent verbal and written skills
- Strong organizational skills and attention to details
- Customer service experience
- Willing to work as part of a team
- Self-motivated, works quickly and efficiently on multiple tasks
- Professional appearance
- Responsible, dependable, and honest

**The Company provides reasonable accommodations to qualified candidates and Associates with disabilities that would enable them to perform the essential functions of the position for which they are applying or in which they are employed.*



GROW WITH US!

Individuals who begin their career with TJX in the Merchandise Associate or Coordinator roles and who demonstrate leadership abilities may have the opportunity to grow through many different career paths. Here are just some of the growth opportunities that exist in our retail environment.

STORE OPERATIONS:

Assistant Store Manager

Merchandising, Operations, or Customer Experience – Runs a portion of a high-volume, fast-paced Store. Gets a global vision of what it is to be a retail Manager by making decisions on merchandising product, managing operations, reducing loss, and developing Associates.

Store Manager

Manages Store by directing the merchandising of product, making operational decisions to increase productivity/reduce loss, and developing a large team of Assistant Store Managers and Associates.

LOSS PREVENTION:

Loss Prevention Detective

Ensures the protection of Store assets. Investigates and resolves external theft cases, and makes sure that Associates are trained on and aware of the factors that contribute to loss.

Loss Prevention Investigator

Utilizes a variety of tools to investigate and resolve incidents of internal theft throughout a market of our Stores. Partners with all levels of management and Associates to reduce shrink and increase awareness.

ADMINISTRATIVE:

District Secretary

Assists our District Managers with all the administrative aspects of running a district of high-volume Stores. Ensures district metrics are collected and reported, communicates messages to Store Management, keeps district records, and provides secretarial support to the District Office.

Regional Administrative Assistant

Assists with the administrative aspects of running a Region. Ensures that regional metrics are collected and reported, communicates with Districts and Home Office, keeps regional records, and provides secretarial support to the Regional Office.

Should you feel the above positions are a fit for a particular candidate or want more information on all of the current openings within our Company, please check out our careers page at www.tjx.com.

Organization Name/ID
To: Employment Counselor
Date:



(Unit number)
Address, City, State, Zip
Phone Number
Website
FEIN

MERCHANDISE ASSOCIATE

Number of openings: 2

Part-/Full-Time: Part-Time

PT benefits: Associate discount, optional participation in 401(k) plan, paid sick time where applicable.

Job requirements: Responsible for assisting in the daily operations of the Store. Assigned to work in various areas of the Store, including merchandise presentation, processing, markdowns, cashier, customer service, Dressing Room (if applicable) and layaway (if applicable). Greets, interacts with, and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned.

Ability to work a flexible schedule, including nights and weekends. Excellent written and verbal skills. Strong organizational skills and attention to detail. Customer service experience.

APPLY IN PERSON AT STORE LOCATION.

Salary will always start at no less than the minimum wage.

FOR COMMUNITY PARTNER USE ONLY:

To obtain hire information, please send applicant name and the last four digits of their Social Security number to EY (fax: 866-831-0865 or email: Workforce.Services@ey.com).

Note: EY does not process or screen applications for The TJX Companies, Inc. or have any control over employment decisions. Each applicant must submit an application in person at the Store. Please do not contact EY with employment inquiries.

Applicant(s) information: _____

Please contact EY at 866-834-5115 with any questions. Thank you for your assistance.
We appreciate you sending qualified applicants to our Stores.

This job posting will expire in 10 days.