

# **SALES**

## **FIRST DAY: FAQs**

### **Q: What is the dress code?**

A: Wear business casual attire, however on Fridays you are allowed to wear jeans. Your manager will provide you with HD Supply shirts.

### **Q: What time should I arrive?**

A: Your manager will provide you with an arrival time.

### **Q: What should I bring?**

A: Bring acceptable forms of identification to fill out your I-9 Form. The document(s) must be original & unexpired. Refer to the List of Acceptable Identification included in the new hire packet you were provided at the time the offer was made. Also, bring a copy of your car insurance card.

### **Q: Who do I report to?**

A: Report to your manager, unless otherwise instructed. If you are meeting at a distribution center, upon your arrival, have the receptionist or DC coordinator call your manager from the front desk.

### **Q: How do I get to HD Supply Facilities Maintenance?**

A: Refer to local maps to find the location of your employment.

### **Q: Where should I park?**

A: Please consult with your manager or ambassador.