

# PARTNER PORTAL DOCUMENT LIBRARY

## General Employee Forms

- End of Year Review
- Documented Coaching Opportunity
- Payroll Correction Request Form
- Emergency Contacts Form
- Workers' Compensation Packet
- Volunteer Incident Report
- Visitor Incident Report
- Commercial Auto Incident Report
- Qualifying Live Event Request
- Change of Status
- Change of Personal Information
- Change of Name Request
- Direct Deposit Form

## Evaluations & Performance Logs

- Quest for the Best (Employee Referral Program)
- Director Walkthrough Checklist
- Annual and 90-Day Evaluations by position: (Managers, Assistant Managers, Donation Processor, Donation Receiver, Warehouse Worker, Driver & Mover, Shift Leads, Sales Associate)
- Self-Evaluations
- Praise and Growth Logs
- Documented Coaching Opportunity

## Operations

- 2025 PYGO Calendar
- Processing Labor Worksheet
- Retail Labor Worksheet
- Safety Manual
- Active Shooter Preparedness Policy
- Bed Bug Procedure
- Loading Assistance Liability Waiver
- Retail Manager Training Schedule
- Processing Manager Training Schedule
- Prohibited Items List
- Employee Handbook
- Retail Huddle Sheet
- Processing Huddle Sheet

## Signage

- Unsellable Shoes Poster
- Shoe Bale Poster
- Book Bale/Wholesale Poster
- Misc Presort Poster
- Now Hiring
- Military & Senior Discount
- Donation Hours
- Donation Dropoff
- Donation Bell
- Donation Attendant
- After Hour Donations
- 3S Presort Poster
- ABC Brand Posters

## Job Descriptions

- Donation Truck Driver
- Distribution Truck Driver
- Store Manager
- Head Cashier
- Director of Team Services
- Donation Processor
- Processing Manager
- Assistant Processing Manager
- Receiving Manager
- Donation Receiver
- Shift Lead
- Sales Associate
- Retail Manager
- Assistant Retail Manager
- Warehouse Worker
- Warehouse Manager
- Director of Wholesale
- Director of Store Operations
- Director of Donations
- Volunteer Manager

## Scripts

- Volunteer Experience Script
- Retail Phone Script
- Receptionist Script
- Donation Receiving Script
- Customer Experience Script

**SMCo Thrift**

Thrift Store Consultants