



simple. fast. secure.

As a Dollar General employee, you will be part of one of the fastest growing retailers in the country. Get started quickly by using Express Hiring to enter your employment information. The process is simple, fast, and secure and will take about 30 minutes to complete. Instructions are provided on the back of this page. If you would like direct deposit, have your bank account information available when you log in.

The Express Hiring link can be found at: www.dollargeneral.com/careers

Employment at Dollar General is contingent upon, among other things, successful completion of the online employment process, drug test (*where applicable*) and a background check.

If assistance is needed:

DC Candidates - Contact your DC Human Resources Department.

All Other Candidates -

For assistance with your login ID or password, contact your hiring manager.

For additional assistance, contact HRIS at 1-888-648-4473, option 6.

7:00 a.m. - 6:00 p.m. CST Monday - Friday

7:00 a.m. - 3:30 p.m. CST Saturday

Dollar General is committed to equal employment opportunity. If you are a person with a disability, as that term is defined by the Americans with Disabilities Act (ADA) or other law, and you require an accommodation in order to provide employment information through the website, please contact the Employee Response Center (ERC) at 1-888-237-4114, option 1, immediately.

Getting Started

Immediately

1

Connect to the Internet using an available computer. Libraries and schools often provide computer resources. Family and friends are another good option.

Dollar General does not reimburse for any costs associated with completing the hiring process.

2

At the Address line, type in the Dollar General careers web page address:

Address

Click Express Hiring.

3

This is a secure website. To protect your privacy, a new password request occurs at your first login. *Login must occur as soon as possible. Password will expire in 5 days. If you are having difficulty logging in because your Login ID is "Not Found" or you need your PIN reset, contact your hiring manager.*

login id = SOCIAL SECURITY NUMBER

Do not use dashes. (e.g. 123456789)

password = FIRST 4 NUMBERS OF BIRTHDATE (MMDD)

(e.g. June 9 is 0609)

Because your Social Security number is required for employment, it is being used for verification purposes. Dollar General respects your privacy. All supplied information is kept confidential.

4

When you log in, have 2 forms of identification available that demonstrate eligibility to work in the United States. You will be **REQUIRED TO SHOW** these same 2 documents on your first day of work. Failure to do so will delay the hiring process.

5

When all required information has been supplied, you will receive a completion message. If no message is received, review your work closely. (You **MUST** click "Save & Continue" on **EVERY** page.)

All employment information must be completed prior to submitting a drug test.

6

The hiring manager will contact you to schedule your first day of work if all employment information has been completed and all other pre-employment requirements have been met.

First Day of Work

1. All store candidates should bring a **copy** of your driver's license for WOTC purposes. (In addition, if you are in Colorado, bring copies of the ID's used to complete the I-9 form online.)
2. To complete the hiring process, you must prove your eligibility to work in the United States. To comply with the law, you must show the hiring manager the same documents that were used online to establish your identity and employment eligibility.

*Some documents (unexpired) that establish **identity**:*

- State issued driver's license
- ID card issued by federal, state or local government agencies, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- U.S. Military card

*Some documents that establish **employment eligibility**:*

- U.S. Social Security card
- Original or certified copy of a birth certificate bearing an official seal
- Native American tribal document

*Some documents (unexpired) that establish **both** identity and employment eligibility:*

- U.S. Passport or Passport card
- Permanent Resident Card or Alien Registration Card with photograph (Form I-551)

Employment is contingent upon the hiring manager VIEWING identity and employment eligibility documents and FINALIZING the I-9 process.

A complete list of acceptable documents are available on the Express Hiring website at www.dollargeneral.com/careers.