



# **RETAIL SALES AGENT SELECTION PROCEDURE AND CRITERIA**

## **Selection Procedure:**

- 1) When the Commission fills a retail sales agent vacancy, the Commission seeks applications from the public.
- 2) A vacancy is advertised via a variety of methods, i.e. internet postings, other online media, or newspapers.
- 3) After an application deadline, applications will be screened according to selection criteria and qualified applicants will be selected for interview. The interview committee scores the applicants and ranks them by qualifications. The interview committee recommends finalists who are most qualified based on the selection criteria. From the finalists, the commission appoints a retail sales agent. A public presentation at a commission meeting will be required.
- 4) An appointed retail sales agent must submit retail liquor store improvement or business plan for approval, enter into a Retail Sales Agent Agreement, purchase fixtures and equipment, and begin operation of a retail liquor store on the date the Commission specifies.

## **Selection Criteria:**

When the Commission selects a retail sales agent, the Commission evaluates the knowledge, skills and abilities of all applicants in the following areas:

- a) Retail business experience including, but not limited to, responsibility for inventory control, cash accountability, supervision of personnel and customer service.
- b) Knowledge of retail operations or business management, including study or training in those or related fields;
- c) Customer service skills and ability to communicate and work effectively with the public;
- d) The applicant's and/or representative's record of felony conviction, conviction of crime relating to money management fraud, or a history of conviction of crimes relating to the abuse of alcohol or controlled substances;
- e) The applicant's financial ability to purchase or lease and equip the retail liquor store at a Commission approved location which includes but not limited to start-up costs, operating expenses (rent, payroll, etc.), store improvements fixtures and equipment.