



PATH TO PRO
NETWORK



PATH TO PRO NETWORK

GUIDE FOR HIRING PROS

Welcome to the Path to Pro Network for Pros

The Path to Pro Network is a jobseeker marketplace created to connect skilled tradespeople to hiring trades professionals in the construction and home improvement industries. The hiring side of the Network is a Home Depot Pro Xtra benefit, built for professionals like you. Within the Network you have the ability to:

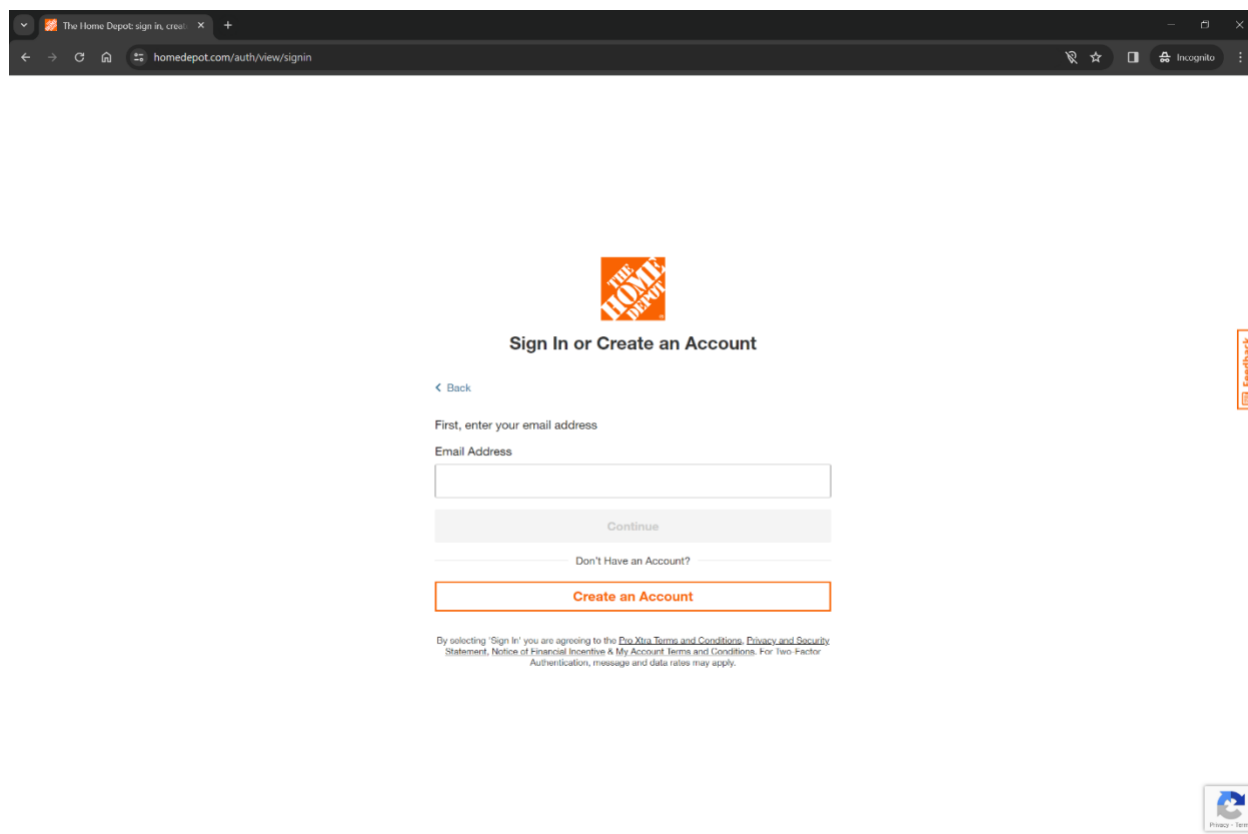
- Browse skilled trades candidates and view their skill sets, resumes and work portfolios
- Create job postings with the help of our job templates, and review your job applicants
- Call and email candidates you would considering hiring, favorite the most promising candidates and mark your final choices as hired

1. Login to Pro Xtra

The Path to Pro Network for Pros is a Pro Xtra benefit. Login as a Pro Xtra member here:

<https://www.homedepot.com/auth/view/signin>

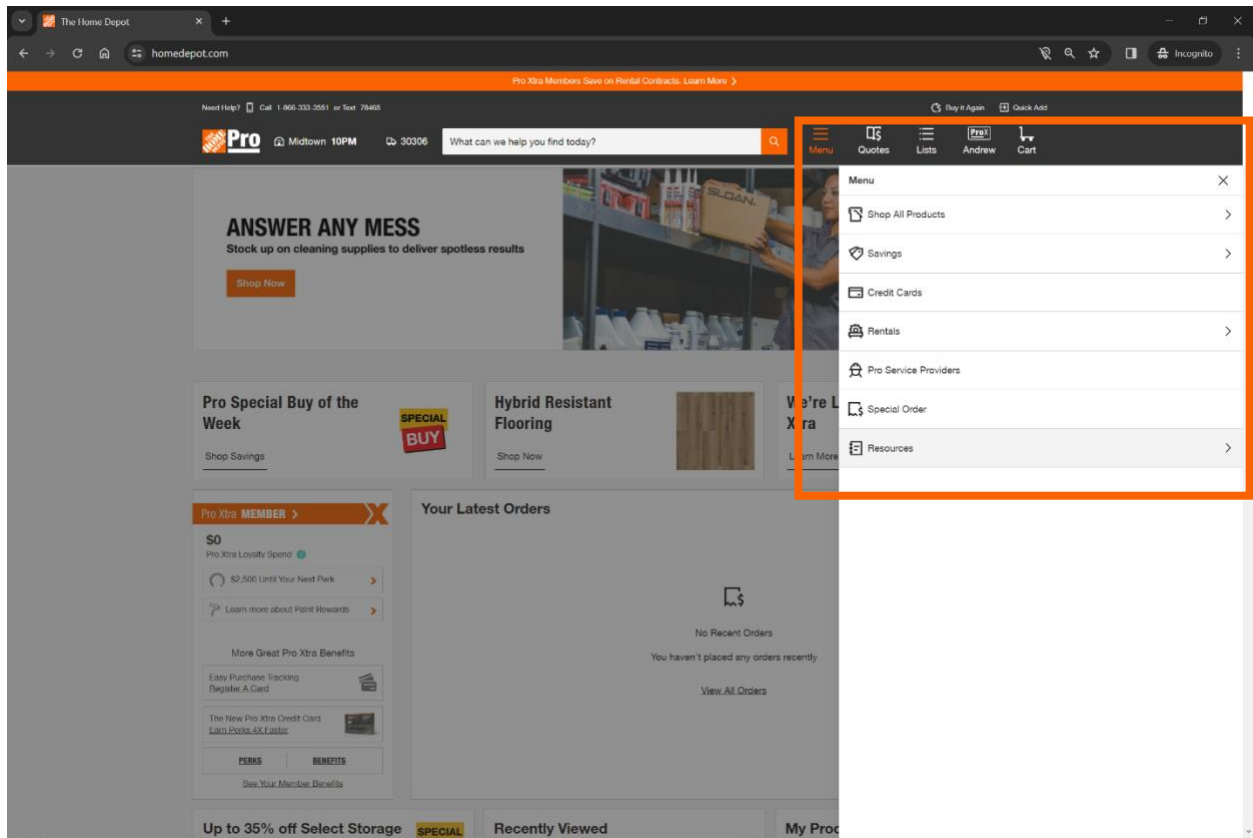
If you are not a Pro Xtra member, you can sign up for free, following the same link.

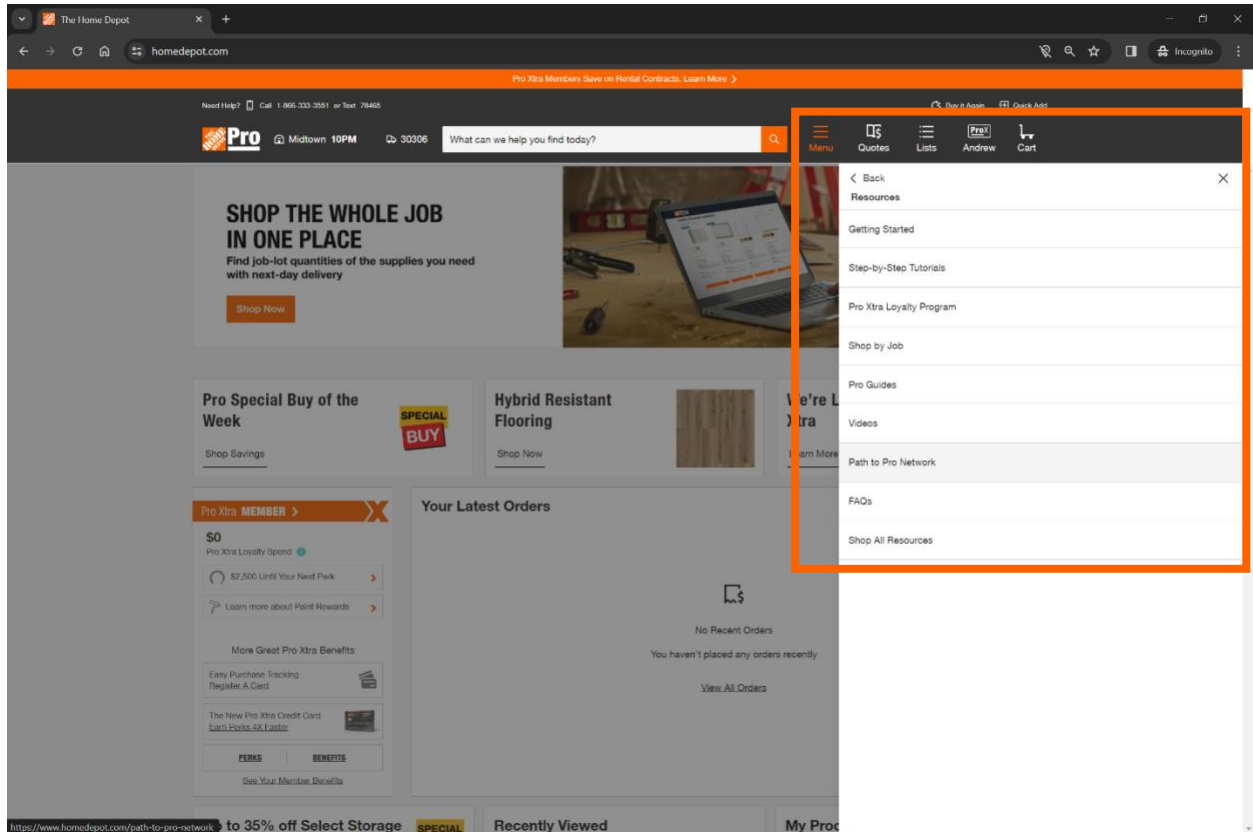


The screenshot shows a web browser window with the URL [homedepot.com/auth/view/signin](https://www.homedepot.com/auth/view/signin). The page features the Home Depot logo at the top, followed by the heading "Sign In or Create an Account". Below this is a "Back" link and the instruction "First, enter your email address". There is an "Email Address" label and a text input field. A "Continue" button is positioned below the input field. Below the "Continue" button is a link that says "Don't Have an Account?". At the bottom of the main content area is a "Create an Account" button. A feedback link is visible on the right side of the page. At the very bottom, there is a small "Privacy - Terms" link.

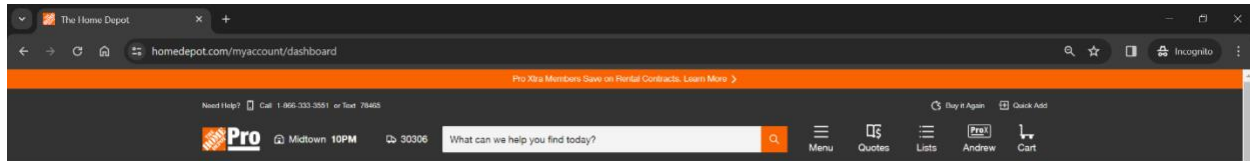
2. Access The Path to Pro Network

At the top of the page, toggle over the navigation “Menu” dropdown category. Select “Resources”. On the drop-down menu that appears, select the option “Path to Pro Network”.





You can also access the Path to Pro Network from your **Account Dashboard** under the header **“Pro Xtra Program”** on the left-hand navigation for desktop devices, and from the Pro Xtra Program Details page under **“Pro Xtra Program”**.



Home / Account

ACCOUNT DASHBOARD

Purchases

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[Track Business Spend](#)
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Pro Xtra Program

[Program Details](#)
[Pro Xtra Perks](#)
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Plan Your Jobs

[Job Quotes](#)
[PO/Job Names](#)
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Account Settings

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[Add/Manage Users](#)
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Payment Methods

[Cards & Accounts](#)
[Home Depot Credit Cards](#)
[Pro Allowance Management](#)

Welcome Back, Andrew

Your Latest Orders

[Add Receipt](#) | [View All Orders](#)



No Recent Orders

You haven't placed any orders recently

[View All Orders](#)

Pro Xtra MEMBER

\$0

Pro Xtra Loyalty Spend

\$2,500 Until Your Next Perk

[Learn more about Perk Rewards](#)

More Great Pro Xtra Benefits

Easy Purchase Tracking

Register A Card

The New Pro Xtra Credit Card

Earn Perks 5X Faster

More Pro Xtra Benefits

Path to Pro Network

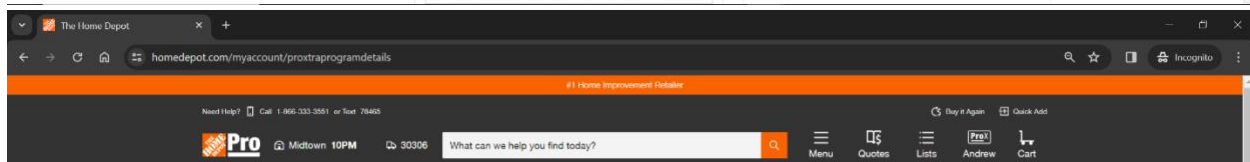
Find Labor, Hire Faster

Hire skilled workers from our list of candidates on the Path to Pro Network.

Pro Referral Program

Connect With Local Customers for Home Services

Join today to earn cost free leads by shopping at The Home Depot.



Home / Account / Program Details

PROGRAM DETAILS

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Pro Xtra Program

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Plan Your Jobs

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[Pro Allowance Management](#)



Rewards and Savings That Keep Building

MEMBER

ELITE

VIP

Members Enjoy These Great Benefits Through 12/31/2024



Pro Xtra Perks

Earn money-saving rewards, like Pro Xtra Dollars and Tool Rental Perks.

Unlock Perks As You Spend

Spend \$2,500 more to unlock your next Perk

[View Your Perks](#)



Personalized Offers

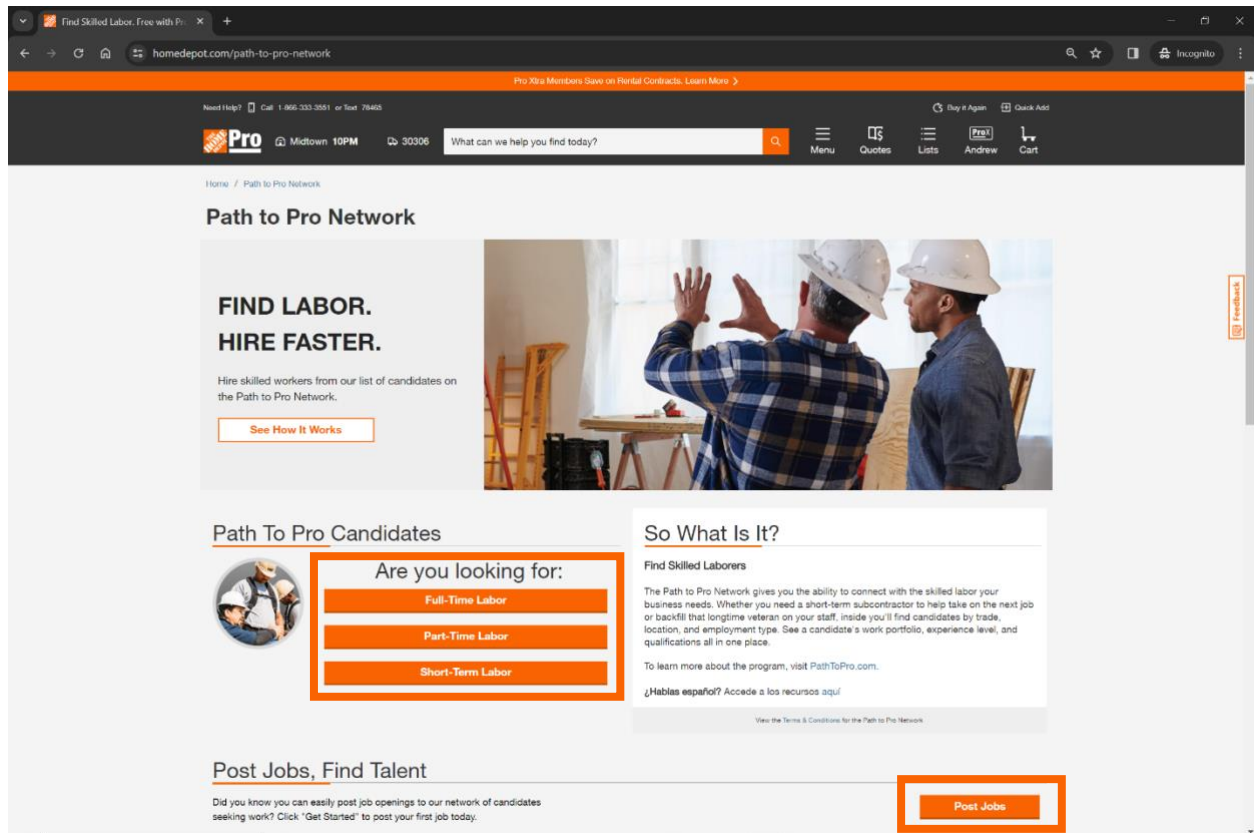
Enjoy exclusive, members-only offers on products and services.

Currently, you have no offers.

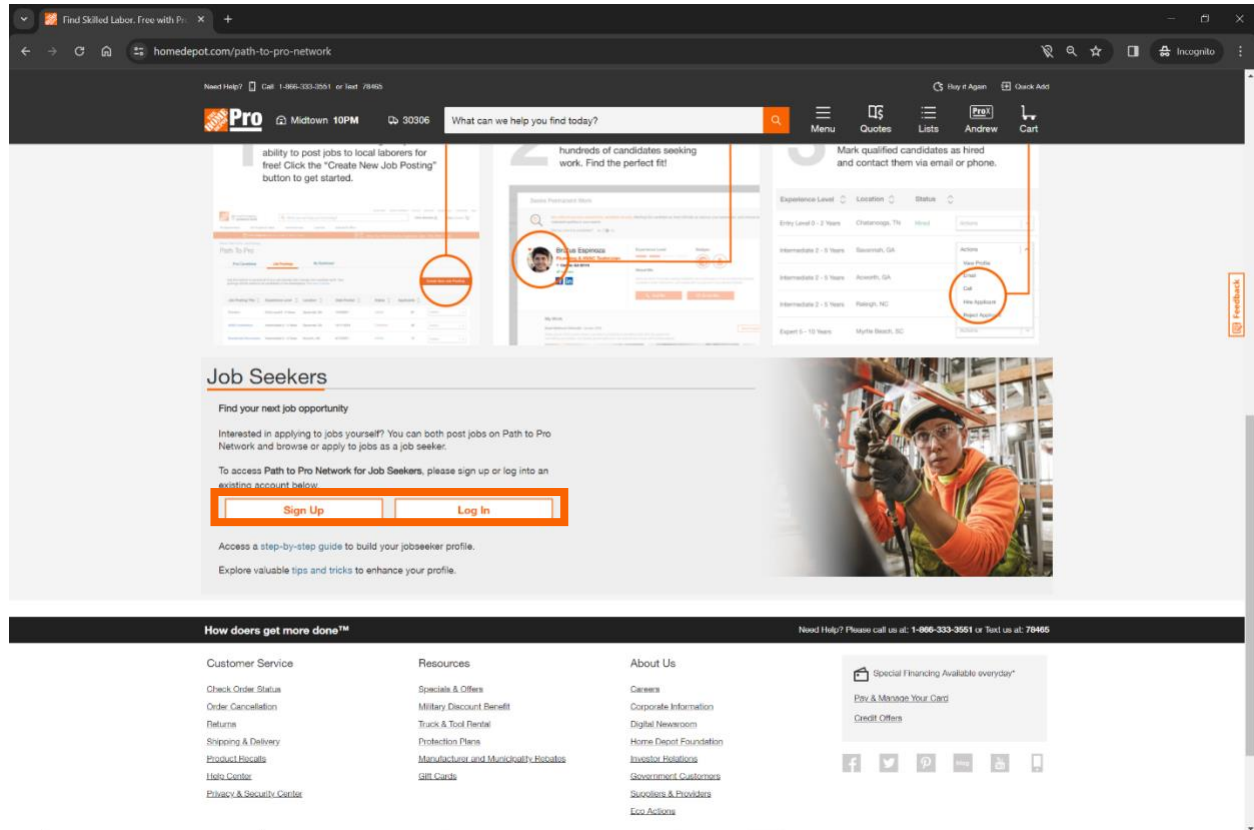
Check back again soon!

3. Get Started

Begin using the Network by clicking the labor type you are interested in to browse the pool of available skilled tradespeople or **“Post Jobs”**, to create your first job posting.

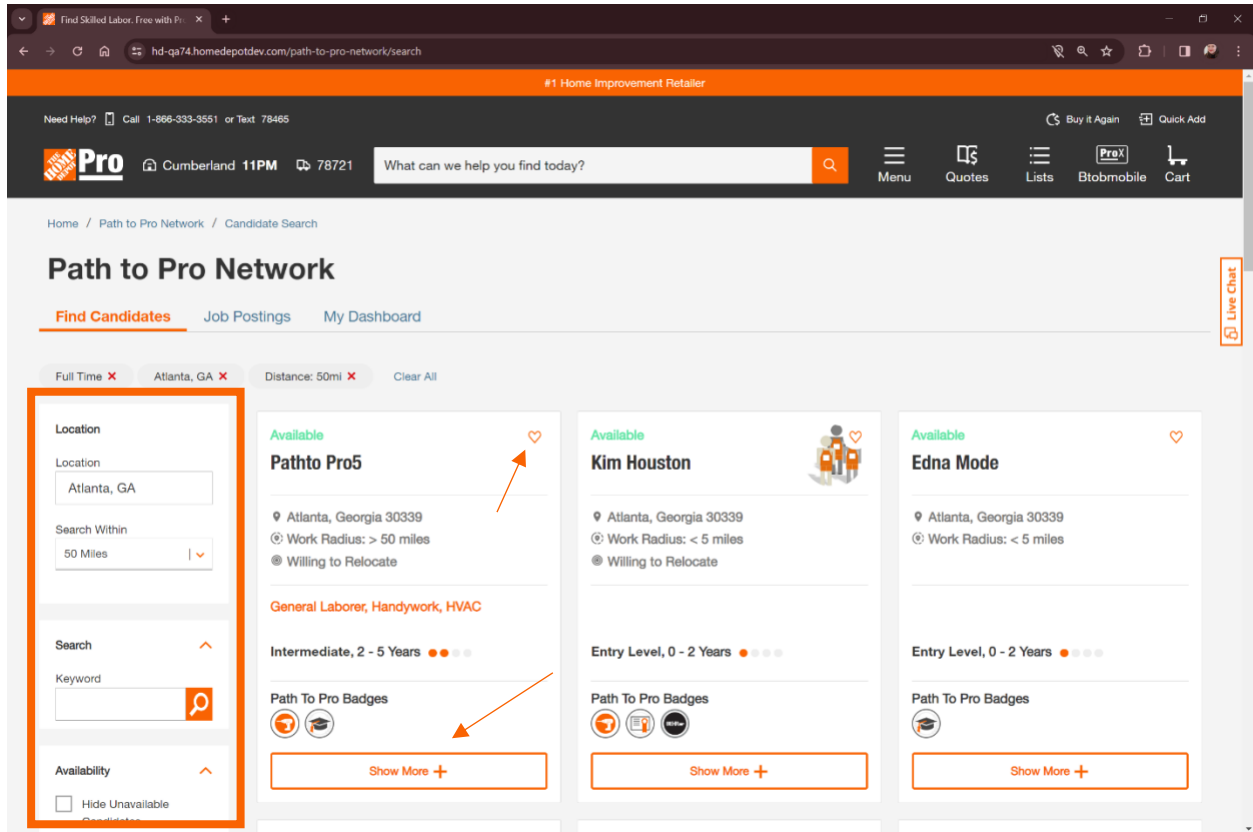


If you want to participate on The Path to Pro Network as a job seeker, scroll to the bottom of the page and click “Sign Up” or “Log In” to access the candidate view of the Network.

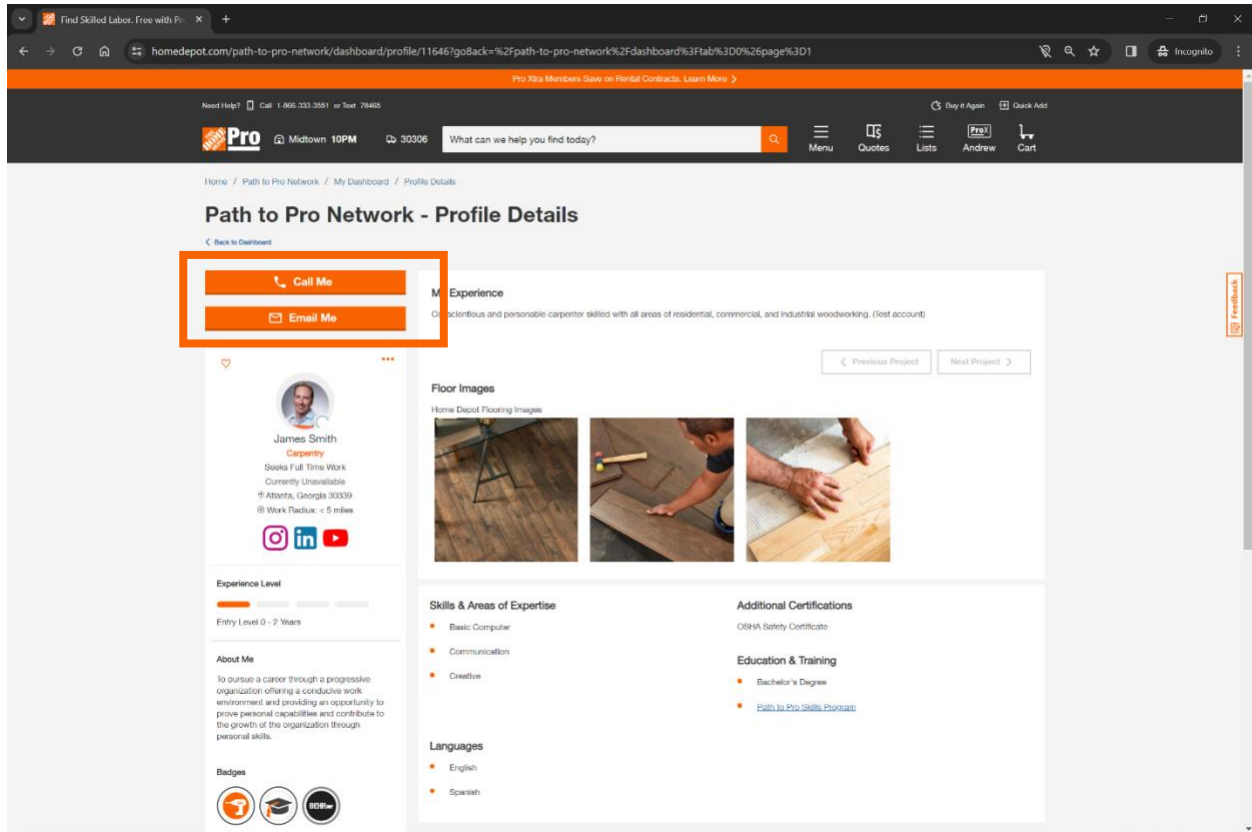


4. Browse Candidates

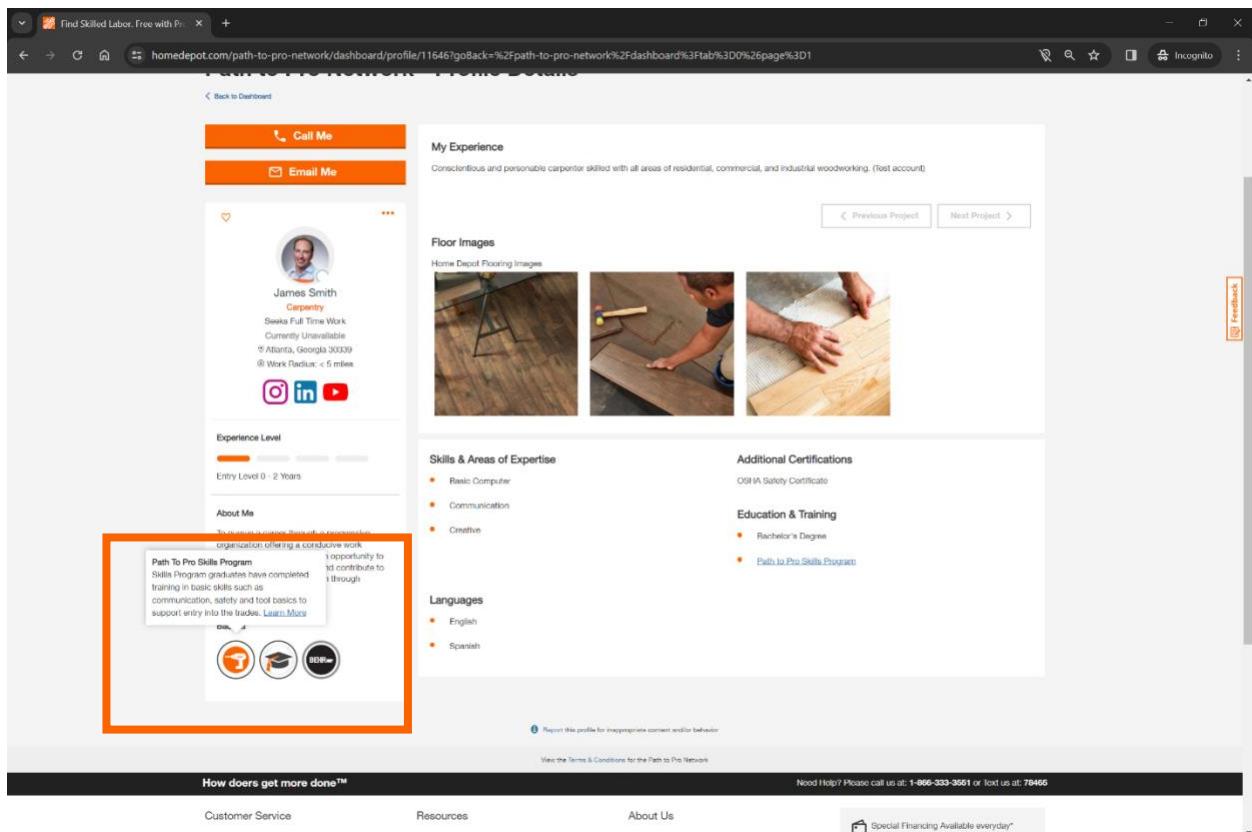
Browse skilled tradespeople looking for their next job. **Search** for your ideal candidate or **filter** candidates by location, availability and more using the left-hand column. Mark promising candidates as favorites by clicking the heart on their profile card.



To learn more about each candidate, click the “Show More” button on their profile card and open their profile page. View the candidate’s work experience, portfolio and skills. If you are interested in contacting this candidate, click on the buttons “Call Me” or “Email Me”.



Candidates can earn badges based on their accomplishments. Mouse over or click on each badge to learn more.



5. Post Jobs

Create and manage your job postings on the job postings page. Click on any job to view the details of that job or use the actions menu to manage the job. You can save your jobs as **drafts**, publish jobs as **active** and viewable to candidates, and mark jobs as **complete** or **cancelled** as needed.

The screenshot shows the Home Depot Path to Pro Network Job Postings page. The page has a header with the Home Depot logo, a search bar, and navigation links. The main content area is titled 'Path to Pro Network' and includes a 'Job Postings' tab. Below the tab, there is a 'Create New Job Posting' button and a 'View All Job Templates' link. A table of job postings is displayed, with columns for Job Posting Title, Experience, Location, Date Created, Status, Applicants, and Actions. A red box highlights the Actions column, and a red arrow points to the 'View All Job Templates' link.

Job Posting Title	Experience	Location	Date Created	Status	Applicants	Actions
HVAC Installer	Intermediate 2 - 5 Years	Atlanta, GA	2/3/2023	Draft	0	Actions
Master Electrician	Expert 5 - 10 Years	Atlanta, GA	2/3/2023	Complete	0	Actions
Christmas Village Set-Up	Entry Level 0 - 2 Years	Atlanta, GA	2/3/2023	Complete	0	Actions
Entry Level Carpenter	Entry Level 0 - 2 Years	Atlanta, GA	1/18/2023	Complete	1	Actions

Click “**Create New Job Posting**” to start your next post or view job templates to get some ideas. You can also create or edit a company profile, to tell candidates a little bit about your business.

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Create New Job Posting

Please provide some details about the work/job you are needing help with. The following information will be submitted into our candidate pool, and interested candidates will reach out to you.

Job Title *
Name of this job opening, for example, "Entry Level Carpenter"

Type of Employment *
Select part-time, full-time, etc.

Location *
Type in a zip code

Trade Type *
Select a Trade type for this job

Experience Level *
Select the level of experience

Job Description *
What are the job requirements?
Please provide details about this job and the requirements you are seeking...

Required Education and Skills
Please list any specific requirements you have for candidates
Must have...

14% Job Posting Completion Tracker

Your Company
ANDREW UAT
google.com

Not sure where to start?
Browse job descriptions in our job template database.
[View All Templates](#)
Link opens templates in new tab

Select any job and click “Applicants” to review your job applicants. Connect with jobseekers by selecting call or email from the dropdown menu

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Applicants | Posting Details | Recommended for You

Job Applicants

The following list of people have been invited or applied to your job posting: Entry Level Carpenter.
To view their detail, simply click on the applicant. You can also manage the pool using the Action column far right.

Name	Trade Type	Experience Level	Location	Status	Actions
James Smith	Carpentry	Entry Level 0 - 2 Years	Atlanta, Georgia	Applied	Actions View Profile Email Call

How does get more done™

Need Help? Please call us at: 1-866-333-3551 or Text us at: 78465

Customer Service
Check Order Status
Order Cancellation
Returns
Shipping & Delivery

Resources
Specials & Offers
Military Discount Details
Truck & Tool Rental
Protection Plans

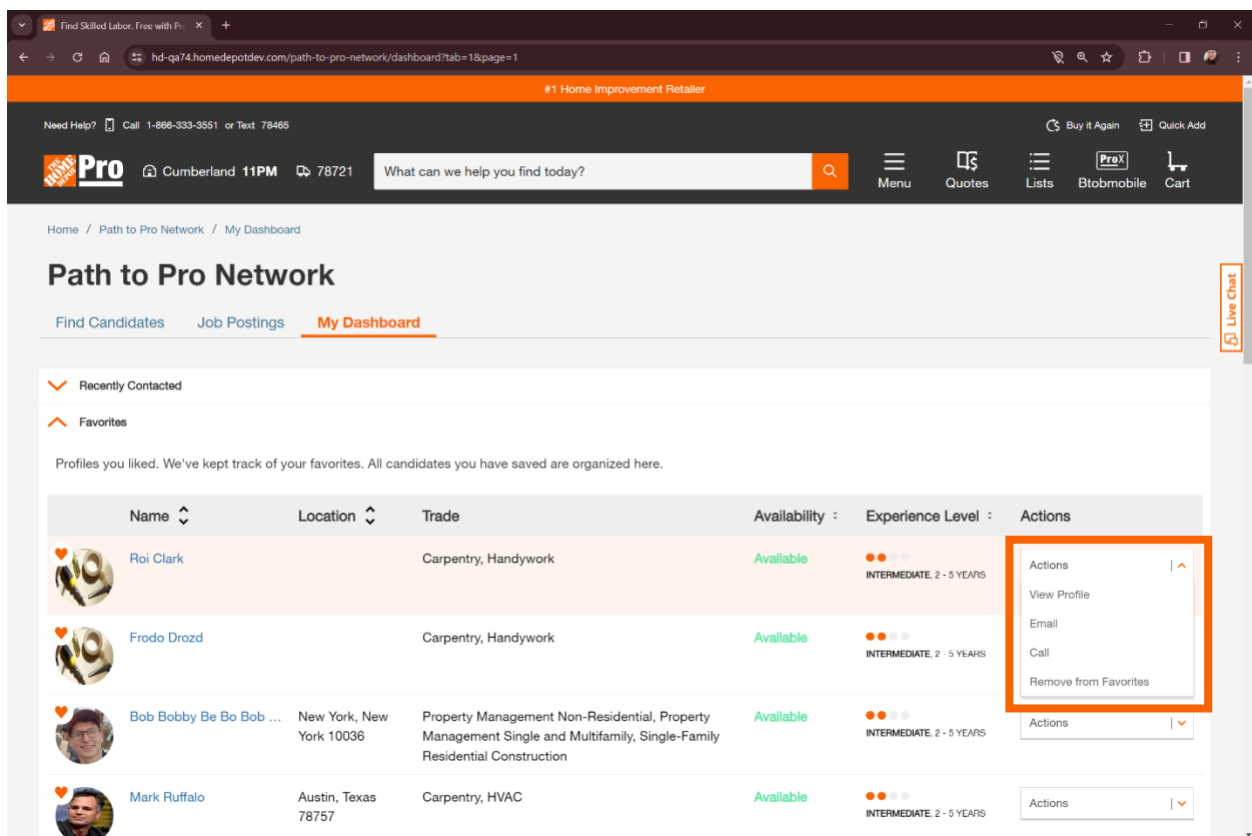
About Us
Careers
Corporate Information
Digital Newsroom
Home Depot Foundation

Special Financing Available everyday™
Pay & Manage Your Card
Credit Offers

For active jobs, we will suggest qualified candidates under “Recommended for You”. Invite these candidates or any candidate to apply to your job by clicking the “Invite Candidate” button under their profile card or on their profile page.

6. My Dashboard

Manage your recently contacted and favorite candidates here. If you call, email or favorite a candidate, their profile will be saved on your dashboard. Manage these candidates using the actions menu on the right.



The screenshot shows the 'My Dashboard' page of the Path to Pro Network. The page has a header with the Home Depot Pro logo, contact information, and a search bar. Below the header, there are tabs for 'Find Candidates', 'Job Postings', and 'My Dashboard'. The main content area is titled 'Path to Pro Network' and contains a section for 'Recently Contacted' and 'Favorites'. A table lists four candidates, each with a profile picture, name, location, trade, availability, experience level, and an actions menu. The actions menu for the first two candidates is highlighted with a red box, showing options: 'Actions', 'View Profile', 'Email', 'Call', and 'Remove from Favorites'.

Name	Location	Trade	Availability	Experience Level	Actions
 Roi Clark		Carpentry, Handywork	Available	INTERMEDIATE, 2 - 5 YEARS	Actions View Profile Email Call Remove from Favorites
 Frodo Drozd		Carpentry, Handywork	Available	INTERMEDIATE, 2 - 5 YEARS	
 Bob Bobby Be Bo Bob ...	New York, New York 10036	Property Management Non-Residential, Property Management Single and Multifamily, Single-Family Residential Construction	Available	INTERMEDIATE, 2 - 5 YEARS	Actions
 Mark Ruffalo	Austin, Texas 78757	Carpentry, HVAC	Available	INTERMEDIATE, 2 - 5 YEARS	Actions