

URL: <https://careers.walmart.com/faqs>

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Frequently Asked Questions

Application Process

Do I need a resume/CV to apply to all jobs at Walmart?

No, for hourly roles you do not need a resume or CV in order to apply but you will need to share your job history and highlights on the application itself. If you would like to upload your resume there will be a section where you can add it to your application.

On average, how long does it take to fill out an application?

It depends on the role you are applying to. We do our best to k

keep the application process to approximately 15-20 minutes, plus an additional 20-30 minutes if an assessment is required. Further applications are faster as our system saves your data. Not all roles require an assessment and certain roles may require additional assessments.

Can I stop the application in process and come back to finish it later?

Yes, if you are in the middle of an application and are unable to complete it for any reason, you have the ability to save your work and log back in at a later time to complete the application via "saved drafts."

Can I change my application after submitting?

No, you cannot change your application after submitting, so please make sure that everything is finalized before you hit the submit button.

Do I receive confirmation that my application was received successfully?

Yes, once you complete your application and required assessments there will be a screen confirming that you have completed all the necessary steps.

Timing expectation when will I hear back after I apply?

Timing varies based upon which positions are open for the locations and positions that you selected as your preferences during the application.

Will I be informed if I am not selected for an interview?

Yes, you will be informed if you are not selected for an interview at this time

If I don't receive an interview, can I reapply for another position with Walmart or Sam's Club?

Yes, your application remains in our system for 60 days and you can update your preferences to include other positions within that time period if you would like.

Hourly Position Assistance

What is the hiring process for stores and clubs?

We've provided information on what to expect in each step of the application process for stores & clubs.

What is required to apply for a job at Walmart or Sam's Club?

Application requirements vary depending on the career area you are viewing. As a minimum age requirement, you must be at least 16 years old to work at Walmart and 18 at Sam's Club. Certain positions, however, require a minimum age of 18. As you prepare to complete your application have your prior work history available. To apply for opportunities you are qualified for, please visit our job search page

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How long does it take to complete an application for hourly positions at a Walmart store or Sam's Club?

First-time applications usually take 15-20 minutes, plus an additional 20-30 minutes if an assessment is required. Further applications are faster as our system saves your data. Certain roles may require an additional assessment. To find a Walmart or Sam's Club position to apply to, please visit <https://careers.walmart.com/stores-clubs>

How can I apply for an hourly position with Walmart or Sam's Club?

You can find overall hourly hiring application information
here

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How can I submit an application for Walmart store jobs?

Navigate to the hiring center portal

here

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Review and accept the Disclaimer, then click on '

Continue

'.

Click on '

Search for jobs

' and search by the zip code, city, or state of your preference

Choose the options that match your interest (stores/warehouses, specific current/future openings, availability/shift preference) and click '

Continue

' to create an account.

To create an account, enter your email address as your login credential and create a password.

Provide your personal information, experience, employment history details, and complete the assessment.

Click on '

Submit

' after the successful completion of the assessment.

How can I find a Walmart or Sam's Club close to me that is hiring?

Be sure to follow our

store and club hourly roles main page

for the latest on store openings. We are always accepting applications in our stores and clubs so be sure to apply for the locations that you are interested in for consideration. Visit the Walmart Store Finder to discover the location nearest to you:

<http://www.walmart.com/store/finder>

. Visit the Sam's Club Finder to discover the location nearest to you:

<https://www.samsclub.com/l>

ocator

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Can I apply to a store or club that has not opened yet or is not currently hiring?

For new stores or clubs that are opening soon, the hiring search will begin approximately 3-4 months prior to the grand opening date. New store opening dates and information are available one month prior to their open date on our main page for store and club hourly roles

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Can I apply to multiple stores in my area or do I need to submit separate applications for each one of them?

No, during the application process, once you search for stores/clubs in your area you can select multiple locations at one time by clicking the boxes next to those that you are most interested in.

How can I apply to work in a Walmart or Sam's Club Distribution Center?

You can find career opportunities within our Distribution Centers [here](#)

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Will I receive notification if I'm not being considered for a store or club position?

Applicants that apply online for store & club hourly positions will be put into our applicant tracking system based on your interest and geographic preference. Your application will remain in our system for 60 days, so you will not receive a notification if you are not selected or if a job has been filled. We will continue to review your application for positions that match your interests.

How can I contact someone for more assistance with submitting an application?

For assistance with submitting an application contact our candidate help line at 800-955-7267, open M-F 7am-4pm CST.

Salaried Position Assistance

Where are the Walmart and Sams Club domestic and international corporate offices?

The Walmart and Sams Club Corporate Home Offices are located in Bentonville, Arkansas. There is an additional Walmart Technology office located in Reston, Virginia and additional Distribution Centers and Call Centers located around the country. The Walmart Global eCommerce Headquarters is located in San Bruno, CA. For more information on additional satellite offices for Walmart Labs please visit their

website

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How can I apply for a salaried position with Walmart or Sams Club?

For Walmart Store management application information see
here;

read more about Sam's Club management opportunities
here;

and for career areas within the corporate offices and application information
here

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I heard about an open position that interests me. Can I apply online before it is posted?

Unfortunately, no. You can apply once the position has been posted online.

How do I make a request for reasonable accommodation in order to fill out the application?

If you are applying for an hourly role within the store, please contact the personnel office at the store you are interested in to share what you will need in order to complete the application.

For salaried roles at the Home Office, you can speak with a recruiter about reasonable accommodation if you receive an interview or further communication for consideration.

What if I am an international candidate?

Walmart and Sams Club are committed to complying fully with the Immigration Reform and Control Act (IRCA). Walmart and Sams Club can provide sponsorship for work visas and legal permanent residence for certain professional or specialized management positions.

Are unsolicited search firm and agency submissions accepted?

No, this type of application will not be eligible for review or consideration.

Technology Assistance

What are the recommended Internet Browsers for applying for open roles?

We recommend

Google Chrome 12+

for the best user experience. However, the following browsers may also be used:

Firefox 115+

Microsoft Edge 44+

Safari 5.0+

What are the recommended resume formats and sizes?

Attachments are limited to 5MB each, and each candidate is allowed a maximum of 5 attachments

Accepted file extensions and formats are .avi, .bmp, .csv, .doc, .gif, .htm, .html, .jpg, .mov, .mp3, .mp4, .mpeg, .mpg, .ppt, .pdf, .rtf, .swf, .tif, .txt, .wmv, .xls, .xml, .docx, .pptx, .xlsx

What if I forgot my password for Home Office, Transp

ortation and Logistics, and Field Management Roles?

If you forgot your password, click the Forgot your password? link and enter your registered username. A password recovery email will then be sent to the associated email address on file. If you did not enter a contact email address for your profile, you can answer the security question you selected, and you can reset your password in that screen.

What do I do if I forgot my password for my application to store jobs?

If you can't remember your username and/or password, you may create another username and password. Once you create a login, it is important to login and add your personal information to your account before attempting to reset the password. If a password reset is requested before this time, your account will become locked and require you to create a new account using a different email address. Also, your username and password may have expired. Please try to create a new username and password.

How can I reset my pin for Hourly Positions?

If you applied online and do not remember your PIN, please go to the Walmart, Sam's Club, or Distribution Center where you wish to apply and ask personnel to look up your PIN. Bring proper photo identification with you.

What if my sign-in email is no longer active?

If your sign-in email is no longer active, you can create another user profile with your new email.

Can I create another profile with a different email address?

Yes, but you will have to re-upload your information, including resume and personal information.

I dont have computer access. Can I apply in the store on their computers or fill out a paper application?

We do not accept paper applications for hourly positions. We would recommend checking for computer access at your local library or workforce solution center.

Security

How do you protect my personal information?

Processing of information on paper is minimal, and Walmart processes application information using an applicant tracking system (ATS). Access

to the data within the ATS is restricted to authorized personnel, and the system itself is held to high security standards by Walmart.

How should I protect myself when applying from a public computer?

Access to the ATS is via a secure login process and the ATS is set to time out if an applicant is

inactive during the application process. In addition, we recommend that you follow best practices when using a public computer, i.e., do not save files on the public computers hard drive, do not save passwords, delete your browsing history, cookies and temporary files, and close the browser session when you are done with your application.

How do I verify that it is a Walmart recruiter reaching out with a legitimate opportunity?

To protect yourself from email and recruiting scams, please note:

We do not accept applications via email or fax.

We never ask for money as part of the application process.

We only contact job applicants from the email addresses listed below or through trusted search firm partners who recruit on our behalf to say they are with a search firm recruiting for roles at Walmart.

Sometimes people claiming to be representatives of Walmart pretend to recruit potential employees on behalf of Walmart. They have been known to offer help in securing work permits and visas in exchange for money.

These types of scams typically do the following:

Use the Internet or local newspapers and other print materials to advertise false job openings.

Request that applicants send their application, resume, or CV to an illegitimate email address or fax number.

Request that applicants wire funds to a bank account to cover processing and/or immigration fees.

Scams usually involve the use of illegitimate email addresses created to lead you to believe the communication is authorized by Walmart. For example, walmartjobs@gmail.com is not an authorized email, nor are gmail domains authorized. Below is our list of approved Walmart email domains for the United States:

@walmart.com

@wal

-mart.com

@samsclub.com

NOTE: If you receive any communication concerning employment opportunities with Walmart from an email domain that is not listed above, even if it appears to be from Walmart, it is likely unauthorized. Please use your local directory to contact the hiring location and speak with the Human Resources department to verify the message's authenticity.

Opportunities

How do I search for the best opportunities that fit my skill set or location?

Look at the career area (

Stores & Clubs

,

Corporate

,

Drivers & Distribution

,

Healthcare

) based upon what you already do or your existing skill set. Within that section you can see which positions are open in your field of expertise and filter down the options based upon location.

If you are looking for open positions within a particular area, use the locations field on our main home screens job search to filter to openings in your specific state, or tap the location icon within your state area to allow our site to locate your IP address and filter to your current location.

Existing Walmart or Sams Club Associates

I am already a Walmart or Sams Club Associate where do I apply?

If you are a current associate, please apply for new roles through WalmartOne

What if I am a former associate looking to be rehired?

If you are a former associate you can apply like a new candidate on our main pages:

Walmart Store Associates

and

Sam's Club Associates

. There will be a question within the application process addressing if you are a former associate. Simply answer yes to that and the remaining questions related to it, in order to continue.

Job Alerts and Sharing Jobs with a Friend

Sign up for Job Alerts to review the latest news on interesting roles. Once you conduct a job search for positions of interest, enter your email address into the Job Alerts box for each of the roles you wish to follow.

If you come across a job that you think would interest a friend, or you would like to email it to yourself to save for later,

simply look in the top right area of the job description page. You will see social button icons ([Facebook, Twitter, LinkedIn, Email icons]). Click on the social network you would like to use to share the job or the envelope icon to email the job. The system may prompt you to sign in to your network, and then you can share it.

Recruiter Tips

How do you advise answering questions about strengths and weaknesses in an interview?

It is important to have readily available examples of how you have demonstrated your strengths. Candidates need to be honest about their potential weaknesses and provide details about where they are improving them specifically. A candidate that shows professional maturity in being self-aware is highly desired in the team dynamics.

Jimmy Prencipe, Director Talent Acquisition

What advice do you offer to professionals who are switching fields?

Before you make a career change, you should make sure it's the right decision for you and your immediate support system. You will often sacrifice years of experience, which can make you underqualified and forced to begin your new career at an entry-level position when you are looking for an established, career-level compensation package. If you decide to switch fields, follow your heart and find a career path in which you have a passion to grow.

Chris Elmore, Sr. Manager of Recruiting Initiatives for Sam's Club and International Support

What should I include in my cover letter?

Beyond your contact information and the salutation to the person to whom you are addressing the letter, the body of a cover letter is most important. It should include short paragraphs as to why you are interested in and qualified for the job you are applying to. Paragraphs should be persuasive to convince the person reading the letter that you are a good fit for the position. Be sure to make strong connections between your qualifications and the position requirements.

Kim Nguyen, Sr. Manager Corporate Recruiting

Can you offer

any advice on how to best network?

My idea of networking is to seek individuals who have skills and competencies that you need to develop. These skills and competencies could either be to further your career or get better in your current job. Consider this as an opportunity to learn from each other and you will make a strong connection with the person and grow your network.

Mandar Thakur, Sr. Recruiter ISD

What type of questions should your candidates ask in an interview to make them stand out?

What have you enjoyed most working here?

What skill sets are you currently missing on your team that you would like to have?

I'm very interested in this area of the company what advice can you give to help me succeed?

Hourly Recruiting Team

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