Mueller Family McDonald's
est. 1972

Certified Shift Leader Roadmap

Follow this path from Crew Trainer to Certified Shift Leader

Step 1
Shift Leader Promotion Form
General Manager fills out Shift Leader promotion form on muellermcd.com/slpromotion

Step 2
Commitment Letter
HR generates a Commitment Letter for new Shift Leader. Shift Leader returns signed commitment letter to HR and is registered to attend SL Orientation.

Step 3
Shift Leader Orientation
Shift Leader attends their orientation session. HR changes trainee's job title to Shift Leader Trainee on Harri and increases their pay.

Step 4
Shift Leadership 3.0 Training
Shift Leader begins following training plan from their binder. First module must be completed within first 14 days after orientation.

Step 5
Leading Great Shifts Session
Shift Leader and Coach complete a Leading Great Shifts session in the restaurant following the guide in the Shift Leadership 3.0 training modules.

Step 6
Attend Leadership Transitions Class
Shift Leader attends 3-Day Leadership Transitions Class and successfully completes the program.

Step 7
Complete PCAP and Verification
Shift Leader completes Post-Class Action Plan from their binder. GM or Coach completes SL Verification.

Step 8
Shift Leader is Certified
PCAP and Verification are submitted to HR for approval. Upon approval, HR increases pay rate and changes Job Title on Harri to Certified Swing Manager.

Begin Advancing Your Leadership Training

Leadership Transitions Class