

# Department Leader: Readiness

Name of Shift Leader Assessed: \_\_\_\_\_

Date Assessed: \_\_\_\_\_

## Behaviors/Qualities

Y

N

**Shift Leader is at least 18 years old.**

**Availability meets department needs (calendar events, meetings, department specific time sensitive responsibilities)**

**Reliable – Attendance and punctuation exceed standards. Shifts running exceeds standards. Leads other Shift Leaders and crew by example.**

**Has completed LTC program and is a certified Shift Leader.**

**Performance exceeds standards.**

**Shows a genuine interest in the development of other Shift Leaders and crew.**

**Modifies own behaviors and approaches to situations with sensitivity to others' needs and learning styles.**

**Keeps team members informed with relevant information.**

**Demonstrates behaviors of a coach.**

**Comfortable using technology needed - ie; laptop, tablet, cell phone.**

**Demonstrates excellent communication skills.**

	Y	N
Shift Leader is at least 18 years old.		
Availability meets department needs (calendar events, meetings, department specific time sensitive responsibilities)		
Reliable – Attendance and punctuation exceed standards. Shifts running exceeds standards. Leads other Shift Leaders and crew by example.		
Has completed LTC program and is a certified Shift Leader.		
Performance exceeds standards.		
Shows a genuine interest in the development of other Shift Leaders and crew.		
Modifies own behaviors and approaches to situations with sensitivity to others' needs and learning styles.		
Keeps team members informed with relevant information.		
Demonstrates behaviors of a coach.		
Comfortable using technology needed - ie; laptop, tablet, cell phone.		
Demonstrates excellent communication skills.		

# Department Leader: Readiness

## Behaviors/Qualities (cont'd)

Y

N

**Able to receive and act upon developmental feedback.**

**Comfortable giving developmental feedback to others.**

**Maintains a professional appearance.**

**Follows through on tasks. Acts independently.**

**Shows interest in Department and can act as an SME.**

	Y	N
Able to receive and act upon developmental feedback.		
Comfortable giving developmental feedback to others.		
Maintains a professional appearance.		
Follows through on tasks. Acts independently.		
Shows interest in Department and can act as an SME.		

## Next Steps

If you answered "No" to any of the above criteria, the behavior(s) must be addressed before proceeding.

If you answered "Yes" to all of the criteria, proceed with the coach selection process.

**GM Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**PEL Initials:** \_\_\_\_\_