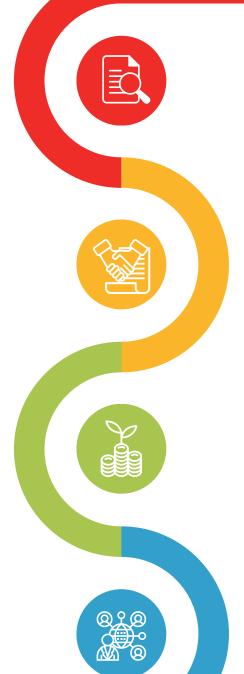


# Shift Leader Promotion Process

General Managers must complete steps 1 and 2 prior to promoting a Shift Leader.



## Select your Candidate

 Determine whether candidate meets minimum qualifications. (ie; certified Crew Trainer, in role for at least 6 months, 18+ years old, has transportation, open availability, etc.).

· Get Mid-Manager approval.

#### Readiness Conversation

- Review Role Profile
- Review Key Success Factors
- Review Readiness for Advancement Checklist with candidate
- Discuss expectations and responsibilities
- Submit promotion form (QR code below)

# Development Journey Begins

- Candidate receives Shift Leader Commitment Letter for review from People Team. Must be signed and returned to office.
- People Team schedules trainee for Shift Leader Orientation
- Once trainee attends orientation, People team will change JTC to Shift Manager Trainee and increase wage to pay scale requirements.
- Coach and trainee begin Shift Leader Development Plan

### Complete Training

- Trainee completes Shift Leader Development Plan (including ServSafe, OTP1, LGS session, and LTC).
- Trainee completes PCAP session and finishes action plan
- Trainee passes Shift Leader Verification with Coach
- Verification and PCAP are submitted to office. Office updates manager's JTC to Certified Swing and adjusts pay rate to pay scale requirements.

04

Scan here after completing step 2!



