

# Readiness for Advancement Checklist

(Used to evaluate readiness of crew for promotion to Shift Leader)

Candidate Name: \_\_\_\_\_

Payroll ID: \_\_\_\_\_

Manager Name: \_\_\_\_\_

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

## Minimum Qualifications

Check YES/NO for each statement

1. Crew member is at least 18 years old (or will be by time of promotion).
2. Availability meets restaurant needs (nights, weekends, holidays).
3. Shows up on time and comes in when scheduled.
4. Verified on ALL Crew stations and can model performance standards.
5. Performance appraisal ratings meet or exceed standards.
6. Has transportation to make bank deposits or deliver/pick-up products (optional).

*YES on all continue to next section*

YES	NO

## Fundamentals

Check ALMOST ALWAYS or NEVER/RARELY for each statement.

### PEOPLE

1. Modifies own behavior and approaches to situations with sensitivity based on others backgrounds (ethnicity, gender, age, etc).
2. Keeps team members informed with relevant information.
3. Demonstrates behaviors of a coach.
4. Trains other crew using the 3-step method and proper training tools (i.e. FRED)
5. Presents a Hospitality First mindset and puts the Guest first.
6. Handles complaints calmly and effectively; is friendly to guests and crew under difficult working conditions.

Almost Always	Never/Rarely

### SAFETY/SANITATION

7. Keeps safety at the forefront of all work activities and motivates others to follow safe work practices.
8. Maintains critical standards for raw and finished product quality, cleanliness and sanitation.
9. Properly manages and executes all food safety and sanitation requirements and practices.


### SELF-ACCOUNTABILITY

10. Maintains a professional appearance.
11. Follows through on tasks.
12. Displays confidence in ability to perform job.
13. Completes work without requiring close supervision.
14. Able to receive an act on developmental feedback.


### DECISION RULES

1. If all 14 fundamentals checked Almost Always proceed to Realistic Job Preview.
2. Any item scored Never/Rarely must be addressed before proceeding.