

# Shift Leader: Readiness Checklist

Name of Crew Trainer Assessed: \_\_\_\_\_

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

<b>Behaviors/Qualities</b>	<b>Y</b>	<b>N</b>
<b>Crew member is at least 18 years old.</b>		
<b>Availability meets restaurant needs (nights, weekends, holidays)</b>		
<b>Reliable - shows up on time, ready to work, and comes in for scheduled shifts.</b>		
<b>Has completed Crew Training program and is a certified Crew Trainer.</b>		
<b>Performance exceeds standards.</b>		
<b>Shows a genuine interest in the development of Shift Leaders.</b>		
<b>Modifies own behaviors and approaches to situations with sensitivity to others' needs and learning styles.</b>		
<b>Keeps team members informed with relevant information.</b>		
<b>Demonstrates behaviors of a coach.</b>		
<b>Comfortable using technology needed - ie; laptop, tablet, cell phone.</b>		
<b>Demonstrates excellent communication skills.</b>		
<b>Completes tasks without requiring constant direction or close supervision.</b>		

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<b>Behaviors/Qualities (cont'd)</b>	<b>Y</b>	<b>N</b>
<b>Able to receive and act upon developmental feedback.</b>		
<b>Comfortable giving developmental feedback to others.</b>		
<b>Maintains a professional appearance.</b>		
<b>Follows through on tasks.</b>		
<b>Displays confidence in ability to perform job.</b>		

## 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:** \_\_\_\_\_