

Ready! Hiring Manager Checklist

DO IT THE RIGHT WAY!

PURPOSE

This checklist guides **Hiring Managers** on their role in the 3-week Ready! program.

Review the checklist to learn how the **Hiring Manager**, **Retail Training Store Manager (RTSM)**, and **Facilitator** work together to support Ready!

- Facilitator & RTSM Checklist - [C2 Doc# 423155](#)

PREPARING FOR DAY 1

- ☐ **Provisioning** – Send all new hire credentials to the RTSM and Facilitator.
- ☐ **Documents & Details** – Provide the new hire with all necessary documents and logistics for training.
- ☐ **Gear** - Order shirts and name badges.
- ☐ **Test-Out** - For re-hires, submit a request as soon as they accept the re-hire or transfer ([C2 Doc# 438224](#)).

DURING TRAINING

- ☐ **Set Expectations** - Time and attendance during their 3-week period.
- ☐ **Home Store Visit** - Use the Home Store Visit Manager Guide to prepare for **Day 11** of Ready! ([C2 Doc# 437681](#)).
- ☐ **Check-ins** - Best practice, check in weekly with the Facilitator & new hire (in person if possible).
- ☐ **Opportunities** – For HR-related issues (e.g. – tardiness, absences, disruptive behavior, and not passing multiple Knowledge Checks), work with the RTSM, Facilitator, and your Employee Success Partner (ESP) to align on a plan.
 - Follow the [Performance Improvement Process \(PIP\) on T-Nation](#).
 - Travel to the training location to conduct PIP discussion.
- ☐ **Certification** – Participate, at the training location on **Day 14**, for the Certification Skills Practice. Align with the Facilitator on specific tasks.
- ☐ **Failed Certification Elements** - If notified by the Facilitator or RTSM, that any part is failed, work with them and your Employee Success Partner (ESP) to begin the [PIP](#).
 - Knowledge Checks can be re-taken in the home store, via Cornerstone.
 - Final Skills Practice Observations must be re-taken at the training location.

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POST TRAINING

- ☐ **Coaching** - Be aware of your Mobile Associate's strengths & opportunities.
- ☐ **Cornerstone** - Confirm all content has been marked complete as needed.
- ☐ **Mobile Expert Certification** - Prepare for a smooth transition (see the **Path to Mobile Expert** facilitator guide & presentation, [Doc# 437588](#)).