



Document Portal

Executive Documents and Resources

INTRODUCTION:

Greetings, Executives! This document portal holds important documents and resources you may need to reference. If you have any questions regarding the documents, do not hesitate to DM someone in the Staffing Department for more information.

DOCUMENTS:

Below, you can find all of the documents with the information needed to have a successful time at Kohau.

- [Public Handbook](#)
- [Training Guide](#)
- [Executive Information](#)
- [Punishment Protocol](#)
- [Promotion Guide](#)
- [Department Guide](#)
- [Alliance Visits and Events Guide](#)
- [Intern Guide](#)
- [Account Safety Guide](#)

RESOURCES:

Below, you can find links to various threads, resources, and previously posted announcements that may be helpful.

- [Training Session Claiming Thread](#)
 - Join this thread to claim sessions! Learn about how to claim a session in the "Session Spot Claiming" section of this [guide](#).
- [Rank Request Thread](#)
 - Join to submit rank down requests for chefs who have broken rules leading to a demotion, based on this [guide](#).
- [Assistance Logging Thread](#)

- Join to log when you help a user on the group wall or handle a player report, based on this [guide](#).
- [Staff Socials/Events Thread](#)
 - Join to hear about birthdays, daily interaction, and participate in executive-only events with prizes!
- [Staff Recognitions Thread](#)
 - Join to see executive milestones and appreciation!
- [Weekly Training Schedule with Hosts](#)
- [Weekly Alliance Visits Schedule](#)
- [Birthday Form](#)
 - Fill this out to have your birthday featured on our birthday tracker!
- [Birthday Tracker](#)
- [Buy Executive Uniforms](#)