



# Promotion Guide

## Executive Team Promotion Process and Tips

---

### INTRODUCTION:

Greetings, Executives! This protocol will formally address how promotions will occur. Our team strives to continuously recruit new Hibachi Assistants through our rigorous evaluation process and your recommendations. Additionally, there are opportunities for executives to move up through our holistic review process.

---

### PROSPECTIVE HIBACHI ASSISTANTS:

Chefs who meet the requirements below can be recommended for the rank of Hibachi Assistant. Recommendations are helpful to us in recruiting individuals who go above and beyond in their duties and can lead to the department starting an evaluation for such candidates. Only Supervisor+ is permitted to submit a recommendation. Also, submitting a recommendation for your friend who is an SHC or CHC is not allowed. Recommendations may be submitted to a member of the Recruitment Department or Staffing Department. Find a list of all of those individuals [here](#).

### Requirements:

- Must NOT have safechat and must be over the age of 13.
- Roblox account must be over 3 months of age.
- Must use proper grammar at all times in game and demonstrate a professional work ethic.
- Must be active within our facilities.
- Must show hard work, dedication, and passion towards the group.
- Must be a Senior Hibachi Chef or Certified Hibachi Chef for at least 1 week before being recommended.
- Must have joined our communications server.
- Must have a good background and reputation.

## Recommending:

While writing a recommendation for a Senior or Certified Hibachi Chef, you should include a detailed report describing the person, their Roblox ID, their rank, and multiple reasons describing why they are worthy of Hibachi Assistant. Evidence of activity is preferred. Please also include your Roblox username at the end. Here is an example of a recommendation:

- **Username:** timmycakeman
  - **Roblox ID:** 68176022
  - **Rank:** Senior Hibachi Chef
  - **Reason:** This individual demonstrates spectacular customer service when on the job. He incorporates a unique sense of humor and personality while making timely responses to his customers and has received positive reviews overall. He makes efficient decisions that pleases whoever he is serving and is also quick to handle an unexpected situation with a troller in a calm and collected manner. Lastly, his activity remains outstanding, as I have seen him 5 times this past week at the restaurant serving customers, and he currently has 124 minutes of activity. He meets all of the listed requirements and I strongly recommend him for a promotion to Hibachi Assistant.
  - **Recommended by:** ScriptedJulia
  - *[Screenshots of activity and serving attached.]*
- 

## PROMOTIONS AS AN EXECUTIVE:

After earning the status of Hibachi Assistant, getting promoted within the executive team becomes a little different.

### Rank Responsibilities and Limits:

Every position within the executive team has a set of responsibilities and capacity, explained below. To preserve a fair balance, we are not always able to promote individuals to a new rank if that rank has reached its capacity. If there is no capacity stated, it is private, so please do not ask.

- **Hibachi Assistant (No Limit):** Moderate the restaurant (kick permissions), train prospective chefs, and assist staff.
- **Supervisor (85):** Moderate the restaurant (kick permissions), train prospective chefs, and assist staff. Recommend chefs for Hibachi Assistants.
- **Assistant Manager (45):** Moderate the restaurant (kick permissions), train prospective chefs, host training sessions, and assist staff. Recommend chefs and mentor new interns.

- **Manager (35):** Moderate the restaurant (ban permissions), train prospective chefs, host training sessions, and assist staff. Recommend chefs, mentor interns, and supervise trainers.
- **General Management:** Moderate the restaurant (ban permissions), train prospective chefs, host training sessions, and assist staff. Recommend chefs, mentor interns, and supervise trainers. Host shifts/minigames and participate in sub-department responsibilities in preparation for a board role.
- **Board of Executives:** Participate in either Staffing or Public Relations department. Promote and demote players, manage operations, and assist staff.
- **Executive Director:** Lead a department and participate in department responsibilities. Promote and demote players, manage operations, and assist staff.

### Factors for Consideration:

Once an individual is promoted to a new rank, they must wait a certain amount of time before they can be considered for a promotion again. Each rank has different cooldowns to allow our executives to understand their duties. Once the cooldown has passed, we follow a holistic review process, considering multiple reasons for an individual to move up to the next rank.

- **Activity:** Training and hosting sessions, moderating the restaurant, and performing initiatives to assist others are among the primary metrics we analyze when considering a candidate's activity. This is a major factor. Exceeding at these activities can boost an individual's profile in the promotion process.
- **History:** Behavior and recent consequences are also taken into account. Breaking rules or regulations can lower an individual's chances of receiving a promotion. Reminders do not hurt a candidate's profile, but also keep in mind that not having any warnings is not necessarily indicative of a clear history.
- **Performance:** The quality of work is also considered, most often evaluated with training supervision reports. If an individual has been rated poorly, they will be expected to improve. A higher rating indicates readiness for a promotion. General interactions within the team may also be considered.
- **Character:** We're looking for people who promote a positive environment, are helpful, and seem to genuinely care about the group. People who cause drama, selfishly claim mod calls/player reports so others can't get them, are overly competitive, or are only working because they want a promotion will not be considered.

- **Consistency:** You must have consistent activity over the long-term. If we see you only got active after a spot opened, you will not be promoted. We'd rather promote someone who consistently has a good amount of minutes for months instead of someone who randomly got thousands of minutes the last few weeks.
- **Other:** Answering the group wall, handling player reports, and responding to mod calls can also show you're deserving of a promotion if you also meet the other factors above.

### Promotion Process:

When positions between the ranks of Supervisor to General Management are available, the process begins when a member of the Staffing Department nominates one or several candidates for a promotion. They may consider the most senior standing individuals in the rank before anyone else, though this is not an evaluative factor. The proposed promotion must gain a sufficient amount of votes from the department and approval by a head. To ensure impartiality, Staffing members who have a conflict of interest with an executive may neither nominate nor vote in favor of them. Once authorized, the nominator may promote the candidate to their new rank. Promotion certificates are created by abbyloves and can be found [here](#).

---

### CONCLUSION:

The Staffing Department hopes this provides a helpful explanation for the promotion process. If you have any questions, please let us know.

*Signed,  
Kohaú Staffing Department*

---

 [Back to Document Portal](#)