

# Shottenkirk Automotive Technician On-boarding Checklist



Employee

## PRE-FIRST DAY PREPARATIONS

(INITIAL)

- ~ Submit new hire packet for payroll and Ethos
- ~ Enroll employee into manufacture system
- ~ Set up employee in CDK / X-time
- ~ Pre-assign work area
- ~ Assign and inform mentoring technician

## DAY 1 - WELCOME AND ORIENTATION

(INITIAL)

- ~ Go over policies, pay plans, expectations, values etc.
- ~ Introduce to the current staff and mentor
- ~ Employee to complete current Ethos training
- ~ Tour the shop - tool room, lifts, bathrooms, breakrooms
- ~ Show how to use systems - CDK, Xtime, Manufacturer
- ~ Explain shop procedures - Uniform, Safety, Do's & Don'ts
- ~ Begin manufacture training

## WEEK 1 - BASIC KNOWLEDGE

(INITIAL)

- ~ Work in a safe and clean manor / enviroment
- ~ Respect the workplace and product
- ~ Learn how to quality check work
- ~ Properly inspect fluids and filters
- ~ Properly raise and secure vehicle
- ~ Perform proper MPI
- ~ Perform oil changes
- ~ Perform filter changes
- ~ Rotate and torque tires

## WEEK 2-4 - SKILL DEVELOPMENT

(INITIAL)

- ~ Display signs of taking initiative and ambition
- ~ Become proficient with LOF & tire rotations
- ~ Efficient & proper MPI
- ~ Practice tire mounting and balancing
- ~ Basic scan tool knowledge

## WEEK 2-4 - SKILL DEVELOPMENT

(INITIAL)

- ~ Familiarize basic vehicle systems
- ~ Supervised brake work
- ~ Know and practice shop procedures
- ~ Spend time watching lead technicians
- ~ Showing signs of growth
- ~ Evaluation with mentor and manager

## MONTH 2 - INTERMEDIATE TRAINING

(INITIAL)

- ~ Independent LOF, rotations, filters etc.
- ~ At least level 1 in manufacturer training
- ~ Perform maintenance flushes
- ~ Proficient with MPI systems and thoroughness
- ~ Know how to use manufacture service information
- ~ Begin learning warranty procedures
- ~ Learn the 3 C's and writing stories
- ~ Learning basic update recalls
- ~ Begin supervised light suspension work
- ~ Begin supervised maintenance plugs, belts etc.
- ~ Understanding their role and potential
- ~ Showing signs of improvement and learning

## MONTH 3 - APPRENTICE READY

(INITIAL)

- ~ Starting to buy tools
- ~ Fully independent on quick service
- ~ Performing proper MPI with media
- ~ Proficient with tire mounting and balancing
- ~ Can navigate manufacture scan tool and service information
- ~ Significant amount of manufacture training completed
- ~ Continues to maintain safe work environment
- ~ Shadowing lead techs to see how the main shop runs
- ~ Ambitious and ready to move forward
- ~ Manager assessment and placing for apprenticeship

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Manager Approval