



NEW ASSOCIATE TRAINING PROCEDURES

- A new associate is hired by Branch Manager and /or Sales Manager. The starting date should be the **following** Monday or Wednesday. The Branch Manager and **Sales Manager** should be present on the associate's first day.
- Branch Manager emails Nancy MacDonald and Kim in the Payroll Department to set them up in Wintux and ADP
- Sales Manager and Senior Managers should schedule him/herself to be at the store on the start date to welcome the new associate and to review his/her Training Manual.
- The associate will be trained on Weeks 1 – 6 of the Training Manual. After completion of **EACH WEEK**, a Training Weekly Recap is to be filled out, signed and emailed to nmarotta@tuxedojunction.com.
- After the new associate has been trained on all weeks of the training manual, training weekly recaps complete and emailed and orientation, the associate is to take the Certification Test with the Branch Manager present.
- After the Certification Test is taken, the test will be corrected by your Sales Manager and emailed to Nancy Marotta with the results.
- If the associate passes the test, the Sales Manager will fill out a rate increase (if applicable), and Nancy MacDonald will order business cards and prepare a training certificate.
- If the associate does not pass the test, the test will be given to Joe Terranova to review. The original test and a clean copy of the test will be sent to the Sales Manager, and the associate will have to answer the questions he/she missed on the original test.