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| Title | **36. Management In Training – Outside Hire** |
| Objective | To outline the steps for hiring a candidate for the Management In Training position. |
| Responsibility | District Manager |
| Steps | 1. **Candidate Selection:**
	* Senior Manager conducts an initial interview with the candidate.
2. **Documentation Review:**
	* The candidate must provide:
		+ Resume/application
		+ Professional and personal references
	* The Senior Manager reviews these documents during the interview.
3. **Reference Checks:**
	* If the initial interview is positive, the Senior Manager and Human Resources conduct reference checks.
4. **Second Interview:**
	* The candidate undergoes a second interview with either the Operations Manager or VP of Ops.
5. **Initial Compensation (For Assistant Manager in Training):**
	* If hired as an Assistant Manager in Training (ASM), the candidate will be compensated at the lowest ASM wage for their respective market.
6. **Initial Compensation (For Salaried MIT):**
	* If hired as a Salaried MIT, the candidate will be hired at an annual salary of $50,000, depending on experience. If the MIT is not promoted to store manager within 6 months, their pay may be reduced to the hourly ASM wage for their respective market.
7. **Training Program:**
	* Once hired, the candidate should follow the Management Development Track with their store manager.
8. **Training Duration:**
	* The MIT should complete the training program within 8 weeks. Failure to do so may result in termination.
9. **PTO Award for Training Manager:**
	* When the MIT completes their training program, the training manager will receive one day of Paid Time Off (PTO). After 90 Days, if the MIT is still in the SM position, the Training Manager will be awarded $1,000 in compensation.
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| Revision Date | 9/26/2023 |