

CSA Promotion Form



Employee Name: _____

Date of Hire: _____

Date CSA Training is Started: _____

CSA in Training Requirements

(Must complete Official CSA Requirements within 90 days of starting training)

Mgr. Initials

_____ Completed CBT for all positions and JTSS proficiency exam for CSA.

_____ DM verbally approved employee be placed in CSA training.

Official CSA Requirements

Mgr. Initials

_____ Employed by Lubricar for a minimum of 60 days.

_____ All CBT modules & proficiency exams completed for CSA, UBT, LBT, CT & ST, and all training completed based on pay scale.

_____ All CBT modules & proficiency exams completed for all ancillaries your store offers.

_____ Emissions certification completed if applicable. (Class registration completed at minimum)

_____ Proficient at performing ring-outs.

_____ Able to properly build quotes and use Alldata, create tire quotes if applicable

_____ Ethically maintained the minimum ticket average (set by VP) for a 30-day period with a minimum of 100 customer service reviews.

_____ CSA has read, agreed to, and signed the CSA Code of Conduct.

I certify this employee meets all above requirements and is a qualified candidate for CSA.

Employee: _____

(Date)

Store Manager: _____

(Date)

District Manager: _____

(Date)

Manager Instructions: Complete Form. Keep a copy in employee's store file and give a copy to employee. Send the original in Bills Bag with signed Code of Conduct. DM will approve forms, inform store of promotion, and keep the original documents in the employee's Corp Office File.

Note: A separate P.A.N. form must be sent if this employee's hourly pay rate is changing in conjunction with this promotion.