

The Company:

Building DC3 New Hire's Job Shadow Schedule

Purpose:

- Build out a comprehensive job shadow schedule for new hires at all levels to provide consistent training across all job levels and departments in the DC environment.

Resources:

- DC Resources SharePoint: <https://www.google.com/resources>

Terms to know:

-

Workflow Steps

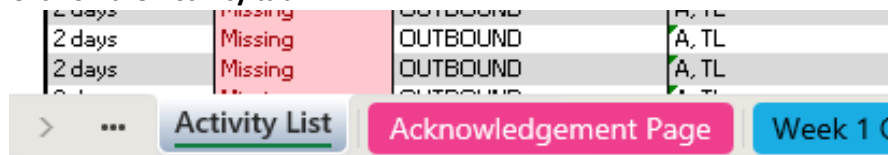
STEP 1:
Create a copy of the template and save it to a central location

Workflow Outline:

- Access the Job Shadow Guide Template located in Sharepoint at: <https://www.google.com/resources>
- Make a copy of the job shadow template using naming convention: **"DC3 Job Shadow Schedule_Last Name_First Name"**

STEP 2:
Filter the job position

- Click on the **Activity** tab



- Click the filter arrow in the **Position** row

The screenshot shows the 'Filter by Color' dialog box in SAP. The 'POSITION' column is selected. The 'Filter by Color' option is chosen. The 'Search' field is empty. The 'Filter by Color' list shows the following items: (Select All), 0, A, A, C, TL, M, A, C, TL, S, M, A, L, C, M, A, L, C, M, A, S, M, TL, A, TL, A, TL, S, A, TL, S, M, C, TL, C, TL, M. The 'OK' button is highlighted.

5. Select the positions that you will be scheduling for.
 - a. If you are scheduling for managers, schedule for the managers to learn all direct report roles (i.e. Team Lead, Supervisor, Associate)

STEP 3:
Select
the
activities
to be
schedule
d

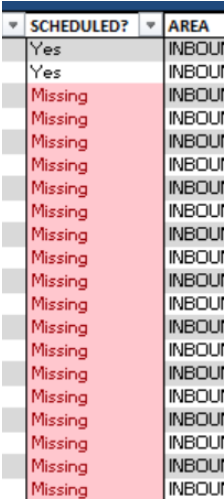
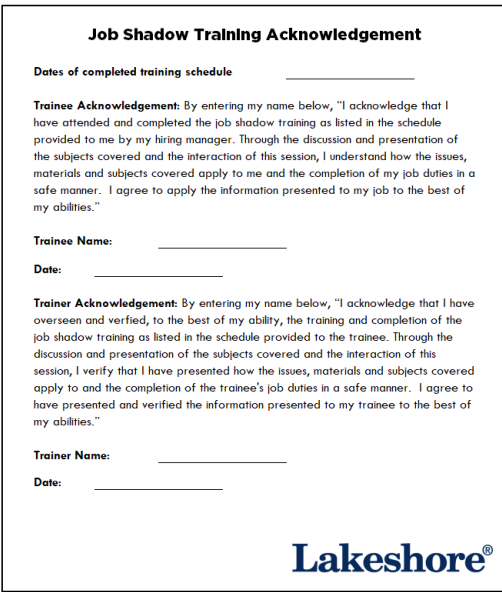
6. Drag and Select the yellow columns for the respective activities

ACTIVITY	FORMAT/LOCATION	TECHNICAL SKILL/PROCESS	HOST	SOP
Reading Unload Sheets	Inbound dock	Overview	Shawn Hines	VNA Unload
Learning Ti His	Inbound dock	Overview	Shawn Hines	VNA Unload
Learning different POS	Inbound dock	Overview	Shawn Hines	VNA Unload
Pallet Ti Hi Quantity	Inbound dock	Overview	Shawn Hines	VNA Unload
Put-away types	Inbound dock	Overview	Shawn Hines	VNA Unload
Unload Equipment	Inbound dock	Overview	Shawn Hines	VNA Unload
Dock Stands	Training to take place at DC3	Onsite Training DC3	DC3	N/A
Clamp Truck	Training to take place at DC3	Onsite Training DC3	DC3	N/A
Snakes	Inbound dock	Hands-on training	Shawn Hines	Overview
Hand Jacks	Inbound dock	Hands-on training	Shawn Hines	Overview
RF Scanner Login	Inbound dock	RF Training	Shawn Hines	VNA Receive

STEP 4: Build the schedule

7. Paste the copied fields into the Week Schedule Breakdown

[illegible]

STEP 5: Check to be sure you've included all desired tasks	8. In the Activity tab, the Scheduled tab will indicate Yes if an activity has been scheduled and will indicate Missing in red if the activity is missing. 
STEP 6: Build the schedule and print	9. Consider the flow of scheduling 10. Print the schedule when complete and share the essential tabs with the trainee.
STEP 7: Acknowledgement Form	11. Upon completion of the training schedule please return to the booklet and click on the Acknowledgement Page tab. 12. Both the hiring manager and trainee must complete fill out the page. 13. Once both the Trainer and Trainee fields have been completed, please send this form to your DC HRBP to be filed.  Activity List Acknowledgement Page Week 1 Overview Week 2 Overview Week 1 Week 2

