Steps of the Employee Journey- worksheet

Your organization:

| **Season of the journey** | **Step of the journey** | **Length of time** | **Activities during this step** | **Triggers for the next step** | **What information do I need to track here?** |
| --- | --- | --- | --- | --- | --- |
| **Stabilization**- Emphasis on personal growth and building commitment to a job | Intake | 1 hour | * Attend monthly info sessions * Complete the application | Participant self-selects to attend orientation |  |
| Orientation | 1 week | * Weeklong orientation to the job and program | Anyone who completes orientation is offered employment |  |
| Apprentice Level 1 | 4-6 months | * Up to 20 hours/week paid shift work * Up to 5 hours/week paid personal development work * Level 1 training across 3 stations | Passing grade on all Level 1 knowledge and skill assessments results in progression to Apprentice Level 2 |  |
| **Professional Growth-** Emphasis on rapid learning and skill progression | Apprentice Level 2 | 2-4 months | * Up to 25 hours/week paid shift work * Up to 10 hours/week paid personal development work * Level 2 training across 3 stations | Passing grade on all Level 2 knowledge and skill assessments results in progression to Apprentice Level 3 |  |
| Apprentice Level 3 | 2-4 months | * Up to 30 hours/week paid shift work * Up to 10 hours/week paid personal development work * Level 3 training across 5 stations | Passing grade on all Level 3 knowledge and skill assessments results in successful graduation or transition to Shift Lead |  |
| **Personal and Professional Maturity-** Emphasis on a deeper level of personal growth while professional skills stabilize | Shift Lead | 4-6 months | * Up to 30 hours/week paid shift work * Up to 10 hours/week paid personal development work * Shift lead training | Passing grade on all Shift Lead knowledge and skill assessments results in successful graduation or transition to Operations Manager |  |
| **Graduation or exit** | Graduate | N/A | * Complete presentation of learning * Attain permanent employment | This is the final stage of the journey. |  |