

Hiring Tips: Shift Supervisor

How to apply for a Shift Supervisor position?

ATTENTION: A team member must receive permission from their ROD and General Manager before applying for the position. Team member must be 21 years of age to apply.

1) GAIN PERMISSION:

Team member gains permission from their ROD and GM before completing their application.

2) APPLY ONLINE:

Team Member goes to:

<http://tmp.redrobin.jobs/shiftsupervisor.html>

- Read the directions.
- Click on “Shift Supervisor – New” job requisition and complete the application

3) APPLICATION IS REVIEWED:

The application will be reviewed by the Talent Acquisition team.

4) ASSESSMENTS:

The team member will receive an email in their personal email account to complete an online assessment with the subject “Red Robin Assessment Invitation”. Please take the assessment on a laptop or desktop. DO NOT COMPLETE ON A MOBILE DEVICE. Please reserve approximately 40 minutes of uninterrupted time to complete the assessment (Also have a calculator readily available).

5) BACKGROUND CHECK:

Team member will receive an email from Orange Tree Employment Screening to complete a personal background check. Please respond within 10 days.

6) ASSESSMENTS & BACKGROUND CHECK REVIEWED

7) ROD/GM NOTIFIED OF RESULTS:

The Talent Acquisition Team will email the ROD and GM with the results of the application process and provide further instructions.

8) RESULTS COMMUNICATED:

The ROD will communicate the results of the application process to the team member.

9) WORKDAY:

If the team member is eligible for promotion, the GM completes the necessary steps in Workday. (see Workday Training worklet for more information)

ATTENTION: Remember to check your spam/junk folders if expected emails do not appear in your Inbox.

For additional assistance: Contact Kathryn Eliot, Talent Acquisition Coordinator

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EXTRAORDINARY PEOPLE

Remarkable people make us better.

We honor our Team Members by caring for, developing, and rewarding them.

