

GOODYEAR LEARNING CENTER TRAINING

On Boarding Employee Form

For any new employees or employee changes made at your store, please fill this sheet out and return to receptionist at Corp. 316.522.5166 (fax)

Employee Name: _____ **Store #:** _____

1. Choose from the following course options for **Goodyear Learning Center** site.

2. **Today's Date:** _____

- Circle the number of days you would like the course completed by from today's date. (ex: 30 / 60 / 90 Days)

***Required Courses:**

- Manager - within 30 days
- Counter -within 30 days
- All Shop -Day 1
- Commercial Tech
(Truck & Farm) -Day 1
- Outside Sales -within 30 days
- Logistics -within 30 days
- Retread -within 30 days

***Optional Courses: (check as desired)**

30 / 60 / 90 Days (circle one)

- Manager 1
- Counter 1
- Counter 2
- Tech 1
- Tech 2
- Tech 3
- Tech 4

*If not certain which courses, please refer to (Curricula list)

3. Check if apply

- New Employee
- Terminated
- Tire HQ login needs to be set up
- Email address needs set up (manager, counter, or outside sales)
- Needs a Credit Card
- Moved to another store # _____