



**RANCHO
SAN MIGUEL**
100% EMPLOYEE OWNED MARKETS

LETTER OF INTEREST
(Completed by Employee)

EMPLOYEE DETAILS

Dated:

Employee Name:	::	Employee Phone #:
Hire Date	::	
Current Store	::	
Current Position	::	
How Long At Current Position	::	
Position Applying For	::	
Store Location Applying For	::	
Describe Your Qualifications Applicable to New Position:		
Why Are You Applying for the New Position?		
Describe Why You Are the Best Candidate for the New Position:		

P A S T P E R F O R M A N C E (Completed by Current Store Director)

Recommendation for (employee name):																																																																											
Position Recommend for:																																																																											
Achievements: (Indicate achievements within current role):																																																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;"><u>General Skills of Current Role</u></th> <th style="text-align: center;"><u>Strong</u></th> <th style="text-align: center;"><u>Fully Competent</u></th> <th style="text-align: center;"><u>Continued Development</u></th> <th style="text-align: center;"><u>Poor</u></th> </tr> </thead> <tbody> <tr> <td style="width: 5%;">1.</td> <td style="width: 40%;">Ability of Decision Making</td> <td style="width: 5%;">::</td> <td style="width: 10%; text-align: center;">4</td> <td style="width: 10%; text-align: center;">3</td> <td style="width: 10%; text-align: center;">2</td> <td style="width: 10%; text-align: center;">1</td> </tr> <tr> <td>2.</td> <td>Understanding of Core Job Skills</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>3.</td> <td>Oral Communication</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>4.</td> <td>Ability to Understand Technical Systems</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>5.</td> <td>Team Work</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>6.</td> <td>Ability to Think on Their Own, Has Initiative</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>7.</td> <td>Ability to Lead a Team/ Staff</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>8.</td> <td>Ability of Coaching/ Training Skills</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td>9.</td> <td>Dependability</td> <td>::</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>						<u>General Skills of Current Role</u>			<u>Strong</u>	<u>Fully Competent</u>	<u>Continued Development</u>	<u>Poor</u>	1.	Ability of Decision Making	::	4	3	2	1	2.	Understanding of Core Job Skills	::	4	3	2	1	3.	Oral Communication	::	4	3	2	1	4.	Ability to Understand Technical Systems	::	4	3	2	1	5.	Team Work	::	4	3	2	1	6.	Ability to Think on Their Own, Has Initiative	::	4	3	2	1	7.	Ability to Lead a Team/ Staff	::	4	3	2	1	8.	Ability of Coaching/ Training Skills	::	4	3	2	1	9.	Dependability	::	4	3	2	1
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Your Thoughts On Reason for Promotion:																																																																											
What Responsibilities Can They Bring To Their New Role?																																																																											

Signed: _____

Store Director
Date

Reviewed with Employee on: _____ (date).

For HR Department Use Only

<u>HR's Personnel File Review</u>	<u>Date:</u>
<u>Discovery:</u>	
<u>Completed By (Print Name):</u> _____	