

# SUMMERWOOD

## LEADER'S DIGEST

### Paycor Evaluation Form

The employee and supervisor will receive an email to complete the evaluation on their direct report. This can also be located on their Paycor Home page under "My Tasks."

The employee then completes their portion. Please read the instructions on the form.

After the employee completes the evaluation form, the supervisor will get notified and should complete their section.

The manager will then get a notice to approve the form.

Before approving, you will need to review it with the employee. This should be an interactive conversation

discussing the employees' strengths and opportunities.

After the session is over, the manager approves the evaluation form.

The employee will get an email and task notification to approve.

Once the employee has approved, the manager acknowledges (signs off) the evaluation form.

The employee will get notified by email, and it will be under the tasks section.

Employee acknowledges (signs off).

The form goes to HR for final approval.

Begin Date	Support Center Evaluations	End Date
01/24/2024	Individual completes their evaluation	02/09/24
02/07/24	Supervisor completes subordinates' evaluation and reviews with individual	02/21/24
02/24/24	HR signs off on evaluation	02/29/24

### Training

Register via Cognifo

#### Upcoming Shift Classes:

- March 26th & May 20th

#### Open House:

- March 16th & April 20th

#### Acting RGM Class:

- May 9th

#### Xformity Class:

- March 12th

#### Career Conversations:

- May 13th (Conshohocken)
- May 16th (WV/Pitt)
- May 21st (Baltimore)

#### Leadership Essentials:

- March 18th, 19th & 20th (Conshohocken)

#### Building RGM Capabilities (Zoom):

- (Group 1) March 25th
- April 8th

### EXCITING NEWS!

#### Most Read Blog Posts Highlight Activity at Summerwood!

There was plenty going on in 2023 throughout our company. And we continue to make it a priority to keep you in the loop on Summerwood happenings via the company blog. Here's a roundup of the year's most-read stories:

Read these and more at: [summerwood.biz/blog](https://summerwood.biz/blog)



Three Cheers for Chandra, RGM of our Bristol Taco Bell.



York Gets TWO Double Drive-Thru's



More than a Zoom: Annual Meeting Highlights



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### IT

**Line printers have arrived at the restaurants.** DO NOT ATTEMPT TO INSTALL THEM. This will void your warranty and you will not be eligible for a free replacement printer if it becomes known it was not installed by "IT." Please wait for "IT" to install. With over 190 restaurants, we are installing them as quickly as possible.

**When calling SOS Taco,** always get an incident/ticket number. This is necessary for IT to follow up on repair procedures. Please give the incident/ticket number to the Summerwood IT tech.

### MARKETING

E2 Cheesy Chicken Crispanada Experience 2 Training window is February 1-15th! Tune into Ignite to find out what all the excitement is about...such as the beloved Crispanada. But that is not all, fans will be thrilled with the Cheesy Gordita Crunch Cravings Box, special Tuesday Drops and more! Let's take what we learn and deliver. Our goal is to have 100% of our teams trained by Feb. 15th.

[Learn More on the E2 Homepage.](#)



### Loss Prevention

- Trash is never to leave the store once the doors are locked. The dumpster area is very dark, and, in many locations, it is away from the building.
- The back door is never opened after dark. The sun is setting now before 7 PM!
- The MIC should check the lobby and restrooms often. If there is a concern about someone loitering in the dining room, notify the police. A check of the entire dining room and restrooms needs to be done when locking the dining doors. If the store has a dining room closet, make sure it stays locked.

**Read more in the latest lost prevention flyer.**

### Food Safety: Pest Tips

In cool weather months, nuisance wildlife can gain access to your facility by exploiting openings as small as the size of a dime or cracks and crevices as small as ¼ inch. Please make sure everything is sealed up. Complete your Weekly Pest Walk in Zenput.



**THE SMASH'D POTATO BOWL** tops Secret Recipe Fries and mashed potatoes with warm cheese sauce, crispy bacon crumbles, and a sprinkle of 3-cheese blend. Keep these ingredients fresh for every bowl!

[More at Team KFC.](#)



### COLONEL'S CORNER

#### KFC FOUNDATION SCHOLARSHIP APPLICATIONS OPEN

From February 1-29, KFC restaurant employees can apply for scholarship. We're awarding up to \$2.5 million in scholarships, ranging from \$2,500 to \$20,000!

[More at Team KFC.](#)



SCAN TO CONNECT  
TO ALL OF OUR  
SOCIAL ACCOUNTS!



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