

Onboarding Process for Apprentice Program

Getting Started

Have all documents signed to register apprentice with ASTA (Automotive Service and Tire Alliance), Employer, and Governing Government Body

This includes the Performance Agreement, Wage Sheet, Government Program required forms and employment forms required by your business.

Set start date

Work scheduling out with the Apprentice. Understand the [academic](#) load the Apprentice is attempting to balance. Be sure to be understanding.

Management, reach out to apprentice

Before the start date, reach out to the apprentice. Find out if they need anything before the start date. Let them know you are looking forward to this opportunity with them.

Prepare the mentor and the team

Have a meeting. Be sure all those involved in mentoring and guiding the new apprentice are prepared. Remember, most of the [apprentices](#) are just starting out and initial expectations should represent that. Assign someone in the shop who can connect with the apprentice and be a point of guidance. Pick someone who will be able to explain their role correctly and be a friend.

Reach out to apprentice again

The more times you reach out, the more comfortable you and the apprentice will be.

Week One

Introductions to team and finalize paperwork

The dreaded paperwork. There has been enough time to pass. Be sure you have back all the paperwork needed from the Apprentice. Take a walk around the shop (inside and outside), introduce them to staff, get them acquainted with their buddy and mentor(s). Explain what a normal day is like in the shop.

Keep it simple

Remember, Rome was not built in a day and the training has only just begun. Safety is first, then move onto the competency checklist. Once the mentor feels they are ready, keep moving forward in the training.

End of first week check-in

Talk with the apprentice. Find out how the first week went. Find out if there were any surprises or misunderstandings. Keep communication open and strong.

Month One

Onboarding has not stopped, just slowed

The new apprentice should be more comfortable in their role. As they continue to learn the basics, keep adding new tasks and watch how they progress through new struggles. Not everyone learns at the same pace or absorbs information the same way. Sometimes we must adjust our approach.

Check in with the buddy

This is a terrific way to see how things are going. The buddy has been with you for a while and will want what is best for the business and wants the new apprentice to succeed if possible.

30-Day Written Review

Schedule a review and find out from the apprentice how things are going. Ask about their mentor, workflow, the environment. What has been the best part and the least favorite part over the last month? This will keep communication open between management and the new apprentice.

First Quarter

For best results continue this process

Remember that the apprentice and mentor(s) will still be getting their feet under them for the first 90 days (about 3 months) or so. For better performance and more satisfied employees it is important to keep moving forward in this process and keep the lines of communication open.

90-Day Check in

It is now time to slowly back off the onboarding and start to focus on performance and training through the task list. Completion of the task list is required to complete the program. Just remember that they must be able to complete it competently, not just perform the task once.

Remember to encourage conversation and questions. If you are open and honest with the apprentice and mentor, the process will go much smoother. For that matter, that goes for all technicians and staff.

Sponsor Representative _____

Sponsor Signature _____

Date _____