XILLIX / LUXONLINK

New hire guide

First solo shift

TRAINING / FIELD GUIDE 06

What should I complete before my first solo shift?

SOURCE PASSAGE

Before a first solo shift, complete the opening checklist with a trainer and get the shift lead’s sign-off on a practice handoff.

01 Walk through opening

Complete each item on the opening checklist with your trainer and review any item you could not complete.

02 Practice a handoff

Describe the current shift status, outstanding work and anything the next person needs to follow up.

03 Get sign-off

Ask the shift lead to observe the practice handoff and sign off. Refer an incomplete checklist or missing sign-off to your trainer before taking a solo shift.