

# INTERVIEW INSTRUCTIONS

## ON-JOB-EVALUATION (OJE)

 <b>Reminder</b>	Date of Interview/OJE: _____
	Restaurant Location: _____
	Restaurant Phone Number: _____
	Business Manager's Name: _____

### WHAT IS ON-JOB-EVALUATION?

The McDonald's On-Job-Evaluation (OJE) process serves two purposes. First, it provides you with a chance to look at McDonald's as a potential employer and get a taste of what it is like to work here. Secondly, it gives the Business Manager a chance to assess you as a candidate for a Crew member position and evaluate your interpersonal and customer service skills against what is needed to be a successful member of the McDonald's team.

### WHAT WILL I BE ASKED TO DO?

During the OJE process, you will work in one of our customer facing areas. This will give you an introduction to the importance we place on delivering the McDonald's service experience to the customer. The OJE process will take approximately 15 minutes and you will be given full instruction as to what you will need to do. During the OJE process, questions are welcome at all times. Please let the Manager know if you do not understand what is being asked of you. As well as the OJE you will also have an interview with the Business Manager. The whole process should take about 30 minutes.

### WHAT SHOULD I WEAR?

- Wear flat, closed in shoes with low heels, these will minimise the risk of slips and help protect your feet. Remember, floors in restaurants can be wet and slippery at times.
- Dark trousers or skirt.
- Avoid wearing jewellery (except a plain wedding band) or watches. Also avoid nail varnish, false nails, and excessive make up.

If you are unable to comply with any of the dress requirements let the restaurant know and we will be able to provide a uniform.

### ANYTHING ELSE I NEED TO KNOW?

Only to make sure you read the safety instructions overleaf, and remember if you have any questions give the restaurant a call on the number above.

# HEALTH AND SAFETY INSTRUCTIONS

## YOUR HEALTH AND FITNESS

- Please inform the Manager of any recent illness or any current medical condition that could be affected by restaurant working
- Avoid working if you are suffering from any skin conditions affecting the hands, forearms, face, ears or any part of your body that can't be effectively covered. Minor cuts etc. should be covered with a blue plaster provided in the restaurant
- Report any accident or injury to the manager, there is always a trained first aider available

## IMPORTANT RESTAURANT PROCEDURES

- Always follow good personal hygiene rules when in the restaurant and wash your hands before touching food
- In addition, McDonald's have timed hand-washing procedures. Every 30 minutes in the kitchen and every 60 minutes elsewhere
- Be aware that grills, vats, toasters etc. are very hot. Never work on them without experience or instruction
- Our lifts are usually only for goods only so never enter them unless the manager confirms it is a passenger lift
- Never enter the freezer or chiller without permission and assistance
- Ask for instruction before lifting heavy items etc. In general keep the load close to your body, keep your back straight and use your leg muscles as much as possible