



## Director Application

Leader Name: \_\_\_\_\_

Time in Position: \_\_\_\_\_

Thank you for your interest in becoming a Director. We are looking dynamic leaders who are passionate about our team culture and store vision. These individuals must be committed to monitoring, strategic planning, and execution of business goals. Please complete this application and turn into Managing Partner. We will contact you with a decision within 7 days of your application being received.

## Director Requirements

Please carefully read and consider these requirements. If they cannot be met, you may want to re-consider applying for this position.

- Must have 2 years leadership experience
- Must be 18 years or older
- Must be willing to close and open at least 3 times a week
- May not have any Friday or Saturday restrictions (available open-close)
- Must consistently work at least 4 days/30 hours per week
- No more than 2 Directors may be off at the same time
- Must attend quarterly store cleaning (6-hour commitment)
- Must attend quarterly Senior Leader Meeting (2-hour commitment)
- Will be expected to assist in planning/setting up team member outings
- Must be high-performing, results driven, and a self-starter
- Must be flexible with schedule, available for occasional Sunday events, and willing to travel
- Will be expected to own results in specific area of the business
- Will be expected to plan, strategize, and communicate to reach area goals
- Will be expected to train via Pathway
- Will be expected to coach and develop leaders and team members

I understand this application will be used to assist in the decision-making process. I acknowledge and commit to meeting the expectations of this position.

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Signature

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Date

**Please answer the following questions as detailed as possible:**

- 1) Have you asked your current leadership team, Managing Partner, and/or Operator for feedback related to pursuing this position?

Yes \_\_\_\_\_ No \_\_\_\_\_

- 2) Based on their feedback, do you believe you are ready to pursue this position or are there things you should work on first?

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- 3) Why are you interested in joining our Director team and what do you hope to contribute as a Director?

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- 4) What are your long-term career goals and how does this position fit into those plans?

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- 5) What have you learned in your time as a Shift Supervisor and what do you hope to do better as a Director?

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6) Describe a time you had to make a difficult decision as a Shift Supervisor. How did you handle the approach, what was the outcome, and what would you have done differently?

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7) As a team, we are committed to being Gilbert's most caring company. How do you embody this in your leadership style and daily interactions?

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8) What strategies do you use to promote team work and collaboration among the team?

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9) Leadership Development is a main focus for Directors. How have you supported the personal and professional development of your team?

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10) How do you motivate and empower your team to excel in their roles?

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- 11) Our business is divided into 5 critical success factors: Leadership, Talent, Customer Experience, Sales & Brand Growth, and Financial Stewardship. Which area do you believe needs the most focus at this time?

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- 12) Each Director takes ownership in one of the 5 critical Success areas. Which area do you think you'd be most passionate about pursuing?

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- 13) Describe your knowledge and understanding of managing costs within the restaurant. Provide 2 examples how you've contributed to lowering costs and improving our financial performance.

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- 14) Our motto is "Food Safety is EVERYONE's responsibility". Although a specific tam leads Food Safety, why do you think this motto is important?

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- 15) Being “Intentionally Family Friendly” is one of our founding principles. How do you ensure this standard of service is met consistently?

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- 16) We place a strong emphasis on community involvement. What are some ways you might engage with our local community to strengthen the brand?

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- 17) One of our core values is continuous improvement. Provide an example of how you’ve identified opportunities for improvement and implemented effective solutions.

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- 18) How do you prioritize your tasks and manage your time effectively as a leader in such a busy environment?

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19) What are some ways you ensure smooth operations during especially busy and hectic peak hours?

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20) The restaurant business is fast-paced and ever-changing. How do you adapt to new challenges, and how do you support your team in doing the same?

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21) Do you fully understand the commitment and responsibility of this role?  
Yes \_\_\_\_\_ No \_\_\_\_\_

22) How do you think this role could impact your life? Are you prepared to adapt to these changes to succeed in this position?

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**Please rank the following items in order of importance (in your opinion):**

Business Results	1.) _____
Organization/Cleanliness	2.) _____
Guest experience	3.) _____
Team Care/Development	4.) _____
Food Safety	5.) _____

**On a scale of 1-5, rate your performance in the following categories:**

(1 = Poor, 2 = Needs improvement, 3 = Average, 4 = Above Average, 5 = Excellent)

____ Adaptability	____ Collaboration	____ Problem solving
____ Motivation	____ Attention to detail	____ Professionalism
____ Delegation	____ Resilience	____ Creativity
____ Vision	____ Follow through	____ Organization
____ Initiative	____ Continual improvement	____ Team interaction
____ Commitment	____ Empathy	____ Communication
____ Conflict-resolution	____ Efficiency	____ Results

**On a scale of 1-5, rate your job knowledge in the following categories:**

(1 = Poor, 2 = Needs improvement, 3 = Average, 4 = Above Average, 5 = Excellent)

____ Our vision	____ Our culture and values	____ Facilities
____ Business goals	____ Financial return	____ HR/Compliance
____ Conflict resolution	____ Developing others	____ Corp inspections
____ Store Safety & Security	____ Marketing/Sales Growth	____ Store policies
____ Strategic Planning	____ Inventory Management	____ Food Safety
____ Operational efficiency	____ Trouble shooting POS and other technology	



# Leader Recommendations

Please have 3 Directors complete recommendations for this position. Remember, these leaders should have knowledge of your performance and should be able to give detailed feedback.

**Have a Director rate you on each of these categories. If you do not score at least 95 points, you will not be considered for this role at this time:**

(1 = Poor, 2 = Needs improvement, 3 = Average, 4 = Above Average, 5 = Excellent)

___ Adaptability	___ Collaboration	___ Problem solving
___ Motivation	___ Attention to detail	___ Professionalism
___ Delegation	___ Resilience	___ Creativity
___ Vision	___ Follow through	___ Organization
___ Initiative	___ Continual improvement	___ Team interaction
___ Commitment	___ Empathy	___ Communication
___ Conflict-resolution	___ Efficiency	___ Results

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check one: TM is ready for position \_\_\_\_\_ TM needs more time \_\_\_\_\_

If TM needs more time, please list 2-3 things they should begin working on:

\_\_\_\_\_  
\_\_\_\_\_

Leader: \_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
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Check one: TM is ready for position \_\_\_\_\_ TM needs more time \_\_\_\_\_

If TM needs more time, please list 2-3 things they should begin working on:

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Leader: \_\_\_\_\_

3)

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Check one: TM is ready for position \_\_\_\_\_ TM needs more time \_\_\_\_\_

If TM needs more time, please list 2-3 things they should begin working on:

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Leader: \_\_\_\_\_