

MRG Find Audit

Restaurant Name & unit number	Date	Manager on Duty	General Manager	Area Director

Please mark a Y or N in the boxes below. If “N”, list under Areas of Concern.



Y N

		Two I-9 Binders Exist: I-9 completed and signed – Filed in Active I-9 Binder
		Resolve It Poster (for future use)
		5-in-1 Federal Poster
		Required State/Local Posters – (child labor laws, state minimum wage, others)
		MRG Posters Posted
		MRG External and Internal Complaint Procedure Posters up on Comm. Board (Purple poster #800 external)
		All Employees in correct Uniform and wearing Name Tags

Personal Files (Enter the names of the 4 associates on the bottom section of the following page). A check mark will signify that the Employee’s Folder has the following information in it. List issues under **Areas of Concern**



1 2 3 4

				Application completed and signed. No Felony convictions marked Yes
				Work Permits for all employees under 18 years of age
				Hired Electronic CIS Filled out and sent to Home Office. If Termed, CIS term form in folder
				New Hire Interview Guide – completed per interview guide
				Progressive Discipline form completed and signed (If in file, make necessary comments and follow-up; if not, no need to discuss)
				Completed Performance Evaluation
				Local Required Documentation
				Signed Employee Handbook Receipt Form
				I-Trains Completed and matches I-Trains chart on Communication Board

Please mark a Y or N in the boxes below. If “N”, make list under Areas of Concern



Y N

		Review Restaurant Staffing Report: <u>(Make sure Term Paper work has been sent into office)</u>
		Are there any Unclaimed payroll checks over 30 days returned to Home Office
		Recruitment Clings Posted (no other help wanted signs or on reader board)
		Applications, Tray Liners, Bag Stuffers, Recruitment Cards in stock and being used
		Review all employees’ hours under 18. No employee should work more than 5.5 consistent hours
		Review Average Wage by Subgroup: (Trainees, Crew Members, Senior TM, Shifts)
		Progressive Discipline System
		I-Train Information Current and Updated
		OSM Updated per DD

STRENGTHS:	AREAS OF CONCERN:
-	<u>FLAGRANT</u>
	-
	<u>NEED TO ADDRESS</u>
-	

FOLLOW UP:

Average Wage and Number of Employees By Subgroup:			List the names of the 4 associates whose Personnel files are being audited:
<u>Category</u>	<u>Number</u>	<u>Average Wage</u>	
Team Member Trainee			
Team Member			
Senior Team Member			
Shift Manager			