



## Logistics Coordinator / Host Selection Process

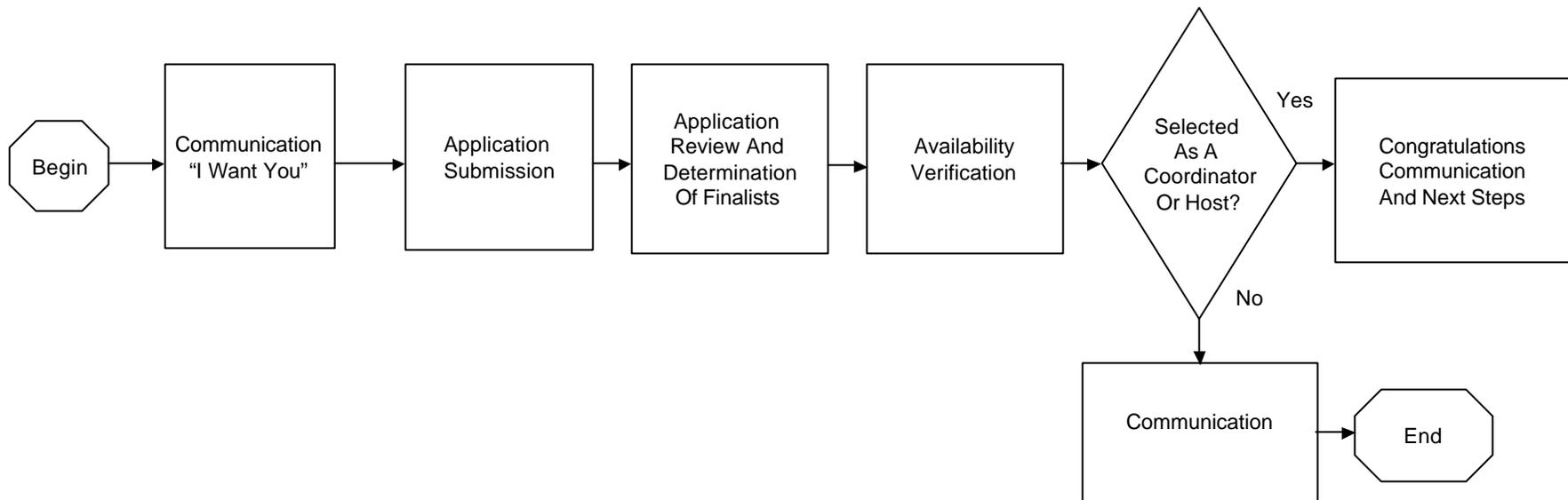
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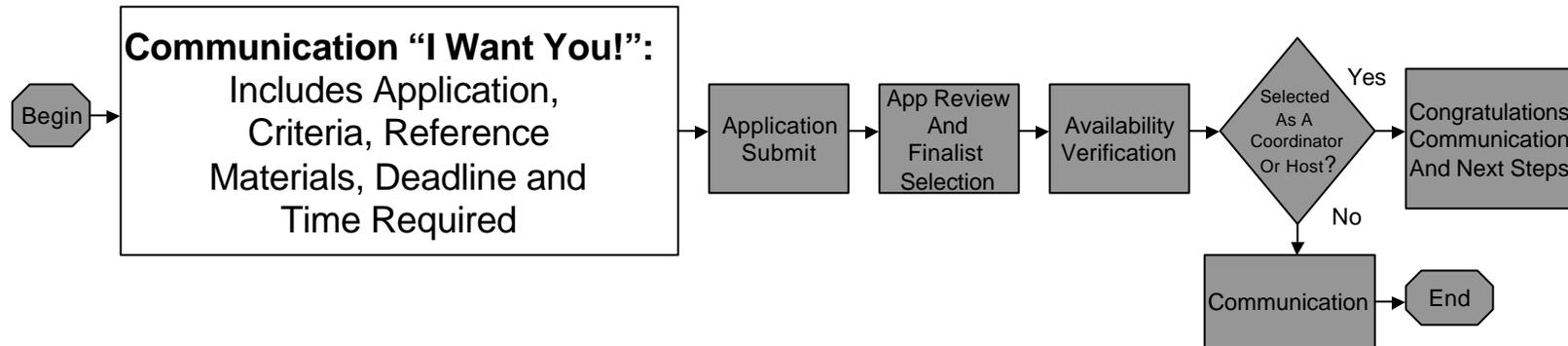
### Overall Assumptions

- SFAU Logistics Staff Will Be Staffed As Coordinators And Supplemented By Recruits
- Goal Is To Have Approximately 25 Logistics Coordinators Total
- Goal Is To Have One Logistics Host In Each Region
- Logistics Coordinators Handle All Logistics Associated With A Class
- Logistics Hosts Receive Shipped Materials And Perform Site Visits As Necessary
- Regional Staff Formerly Connected With Traditions Class Will Be Asked To Perform Site Visits At Regional Locations If Necessary
- Each Logistics Coordinator Will Be The Lead For 3-5 Classes And Be Available To Act In A Back-Up Capacity For At Least Two Others
- All Logistics Coordinators Will Attend A One Day Training Session In Washington, DC Prior To Classes Starting



# Logistics Coordinator / Host Selection Process





## Assumptions

- Casting the net to all SFA employees
- Firm selection criteria established
- One week deadline to submit applications
- Notification contains a response mechanism
- Clearly establish and emphasize: realistic level of time commitment, travel requirements, need for flexibility, and training to be provided

## Pro's

- Everyone receives the notification and has the ability to apply

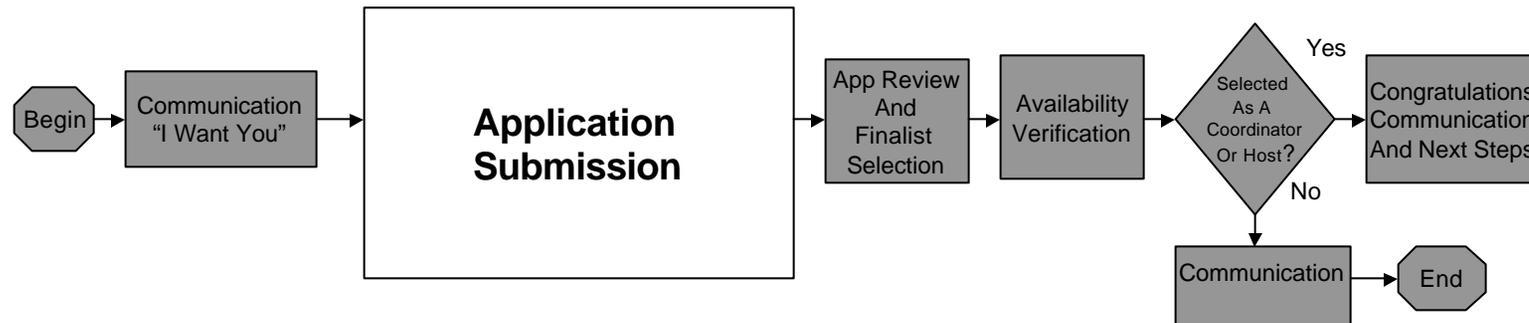
## Challenges

- Avoid confusion with "Facilitator Selection Process"

## Action Items

- Create and send notification, application, reference materials and forms
- Develop selection criteria

# Logistics Coordinator & Logistics Host Selection Process



## Assumptions

- Level of time commitment, travel requirements, need for flexibility, and information that training will be provided has been clearly communicated
- One week timeframe for nominations and application submission
- Self-nomination application requires applicant to inform their manager of its submission

## Pro's

- Self-selection increases individuals' ability to apply
- Opens a potential opportunity for some employees to build new skills
- Managers will be informed of employees desire to participate and application

## Con's

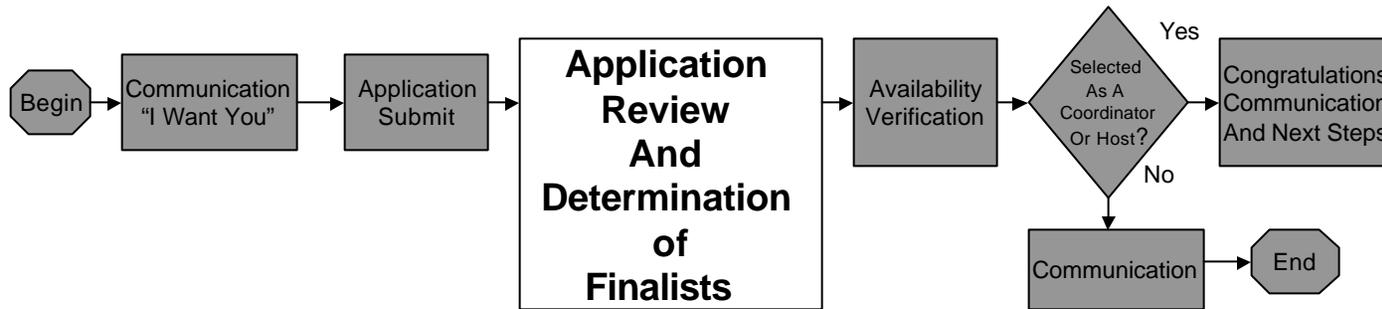
- Increased number of unqualified candidates able to apply
- Allows candidates to apply that may not have sponsorship from their manager

## Action Items

- Collection and sorting of applications
- Develop system for tracking the process



# Logistics Coordinator & Logistics Host Selection Process



## Assumptions

- Application review panel will be selected and in place to review and select finalists
- One week to complete application review
- Criteria are established
- Management buy-in has been achieved

## Pro's

- Allows for a formal review based on established criteria

## Challenges

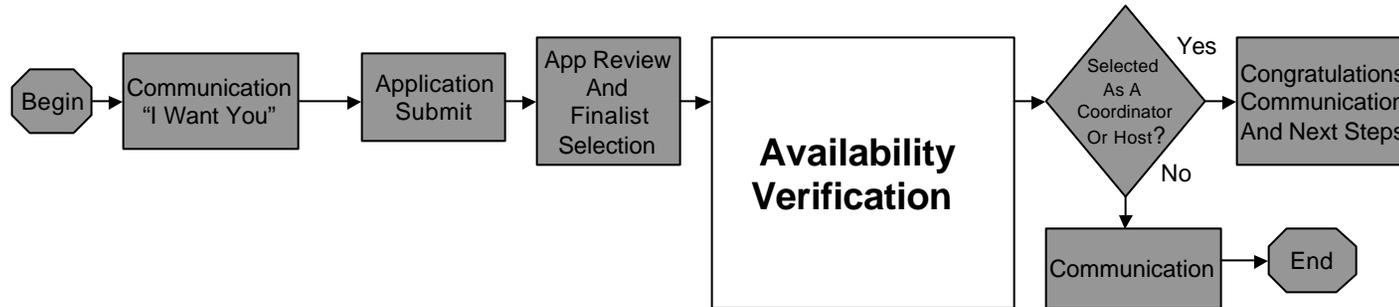
- Significant amount of work to review applications

## Action Items

- Review and evaluate applications
- Continue to track the process



# Logistics Coordinator & Logistics Host Selection Process



## Assumptions

- Two days to verify availability with managers
- Management buy-in has been achieved

## Pro's

- Management clearly aware of timeline and obligations of Logistics Coordinators and Hosts
- Increased credibility with managers
- Decreases attrition rate later in the process

## Challenges

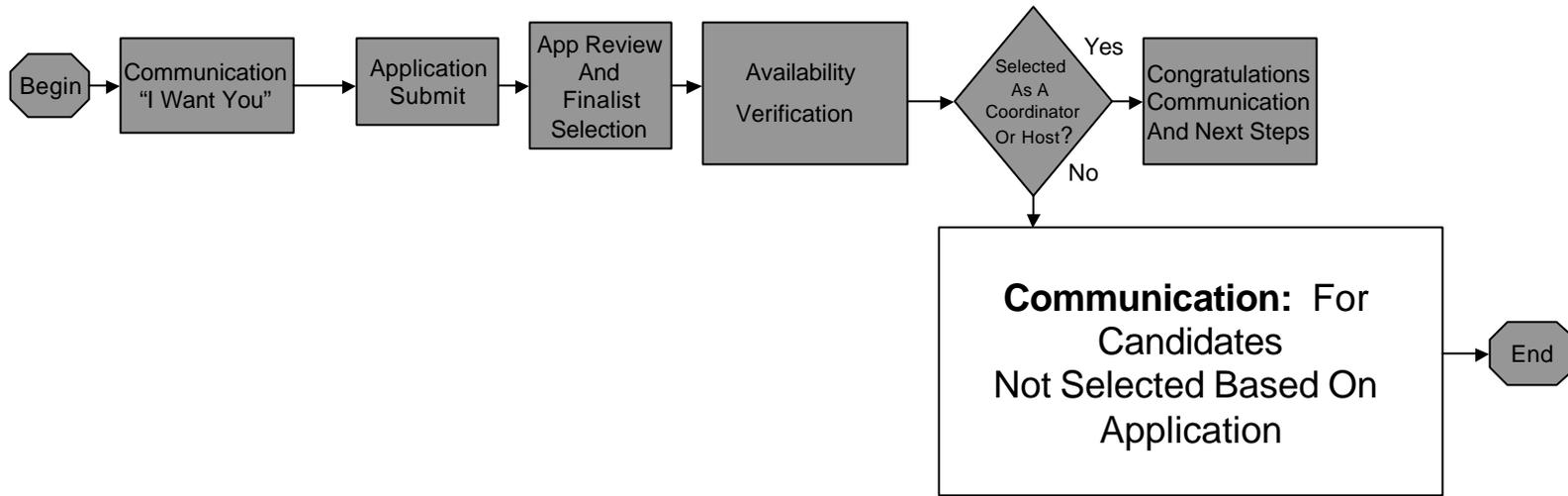
- Creates possibility fewer people will be allowed to apply and participate as Logistics Coordinators and Hosts
- Past relationship between employee and manager could inject itself into the process

## Action Items

- Contact potential semi-finalists managers and request response within two days
- Continue to track the process



# Logistics Coordinator & Logistics Host Selection Process



## Assumptions

- Results are delivered via e-mail thanking them for applying and encouraging them to apply again for future opportunities

## Pro's

- Candidates not selected may continue to have a positive perception of the process

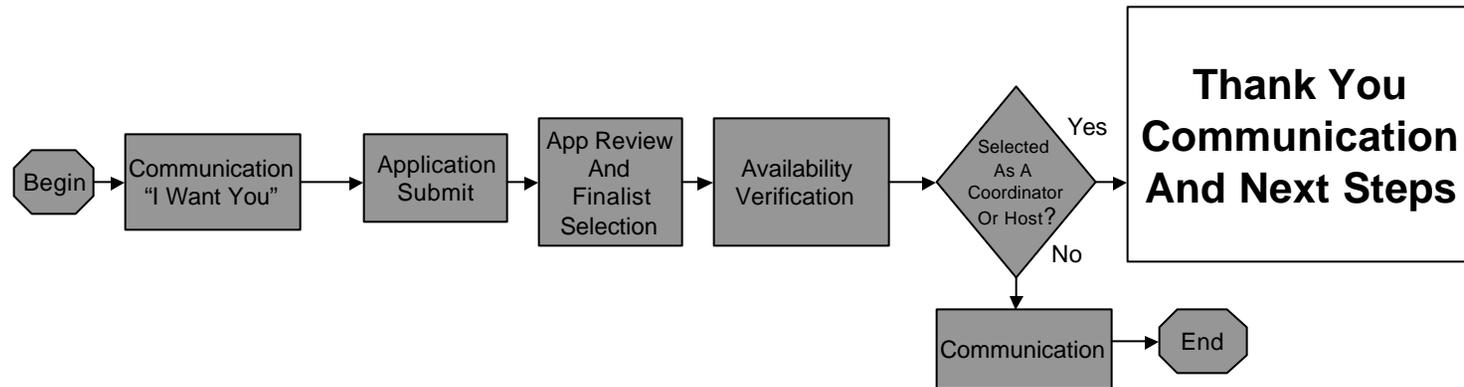
## Challenges

- Disappointment for some may color the SFAU or Front 2 Back reputation

## Action Items

- Create e-mail message to go out to everyone not selected: it should include thank you message to everyone for applying and encourage those not selected to apply again for future opportunities

# Logistics Coordinator & Logistics Host Selection Process



## Assumptions

- The necessary number of Logistics Coordinators and Hosts have been selected
- The coordinators and logistics hosts will be able to fully participate

## Action Items

- Create an e-mail message to go out to those that are selected: it should include a thank you message to everyone for applying, list of those that are selected, and make next steps materials available as an attachment
- Determine and make travel arrangements
- Develop next step materials