WFSE STEWARD CHECKLIST: REPRESENTATION

Steward Name: \_ Mentor Name: Date SIA Completed:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Completed** | **Entered into LP** | **Date** |
| SIA completed | ☐ | ☐ |  |
| Steward certification process completed | ☐ | ☐ |  |
| Mentor assigned | ☐ | ☐ |  |
| Orientation with mentor | ☐ | ☐ |  |
| Reviewed next steps and requirements of Steward Program | ☐ | ☐ |  |
| Attended two (2) management meetings with Mentor | ☐ | ☐ |  |
| Handled one (1) management meeting with Mentor and received feedback/support | ☐ | ☐ |  |
| Attended Mock Grievance Handling CSE | ☐ | ☐ |  |
| Completed all five (5) core competencies:* Is this a grievance?
* Informal resolution & presentation
* Writing a grievance
* Grievance handling 101
* Investigatory meetings
 | ☐ | ☐ |  |
| Approval of Mentor, Local President, and Council President for promotion to Journey Steward | ☐ | ☐ |  |
| **Requirements to Maintain Certification** |  |  |  |
| Attended 8-hour contract training | ☐ | ☐ |  |
| Attended two (2) or more Continuing Steward Education (CSE) courses | ☐ | ☐ |  |