

PRODUCT CONNECTIONS

BRAND AMBASSADOR

NEW HIRE TRAINING ROADMAP



Welcome to Product Connections! We're so excited to have you on the Product Connections (PC) team. Below is an outline of the next steps and to-dos you will need to work through as you onboard.

- 1 Reach out to your supervisor.** They'll be excited to connect! Scheduler Name, Email, and Phone Number.
- 2 Sign into OKTA.** This is your one-stop shop during your onboarding. You'll find instructions in your welcome email. If you still have not received your welcome email, be sure to check your junk mail or contact your scheduler for assistance.
- 3 Attend Virtual Retail Orientation.** This is your new hire live class. This class will include a TON of useful onboarding information so be sure to attend! There is a link to register in your welcome email or you can schedule to attend by sending an email to NewHireHelp@CROSSMARK.com (be sure to include your name and employee ID (EID) in that email).
- 4 Start BlueVue training.** BlueVue is the online learning system Product Connections uses to properly train employees new and old! To access BlueVue, sign into OKTA and click on the BlueVue tile to get started! You must complete all mandatory training before being scheduled to work. Adult Beverage (AB) Sampling is a highly regulated industry so you must complete the training before executing an event.

Mandatory modules before starting work:

- 1. Payroll and Employee Self Services** (Estimated learning time 10 to 15 minutes)
- 2. PC Support Network** (Estimated learning time 10 to 15 minutes)
- 3. AMP Mobile for Product Connections** (Estimated learning time 20 to 30 minutes)
- 4. Target Adult Beverage Sampling** (Estimated learning time 60 to 80 minutes)
- 5. eTips** (min and max across all states) (Estimated learning time 90 to 120 minutes is the average) May be higher in certain states.
- 6. NOTE:** *If you use more than the estimated time, please request approval from your supervisor before submitting extra time.*

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- 5 Live training with supervisor team.** This training is live with your new supervisor team to go over the finer points of the job. This will allow you to ask any questions and make sure that you are fully prepared to execute your first event. (Hooray!)
- 6 Scheduled to work.** You've done it! You're ready to execute your first event with Product Connections. Remember, we're always here to help!



Questions?

If you have questions or concerns about Training, contact your supervisor. They are there to help you and walk you through any issues. Need more training resources? Check out our BA Landing Page: <https://productconnections.com/ba-resources/>