Brand Ambassador New Hire Helpful Hints

Uniform

*New BAs will receive the uniform the
second week of the job

Gingham Shirt

*Provided by Product Connections after
second week of work
*Until you have a gingham shirt, wear a
black or white button up shirt

Apron

*Provided by Product Connections after
second week

Black, Closed-Toed Shoes

Red AB Name Tag

Gloves

*Wearing gloves during your entire
demo event is mandatory.

Black, Professional Pants

AMP Mobile Overview

How to login in AMP:

- User ID: It's the 10 digits of your telephone number

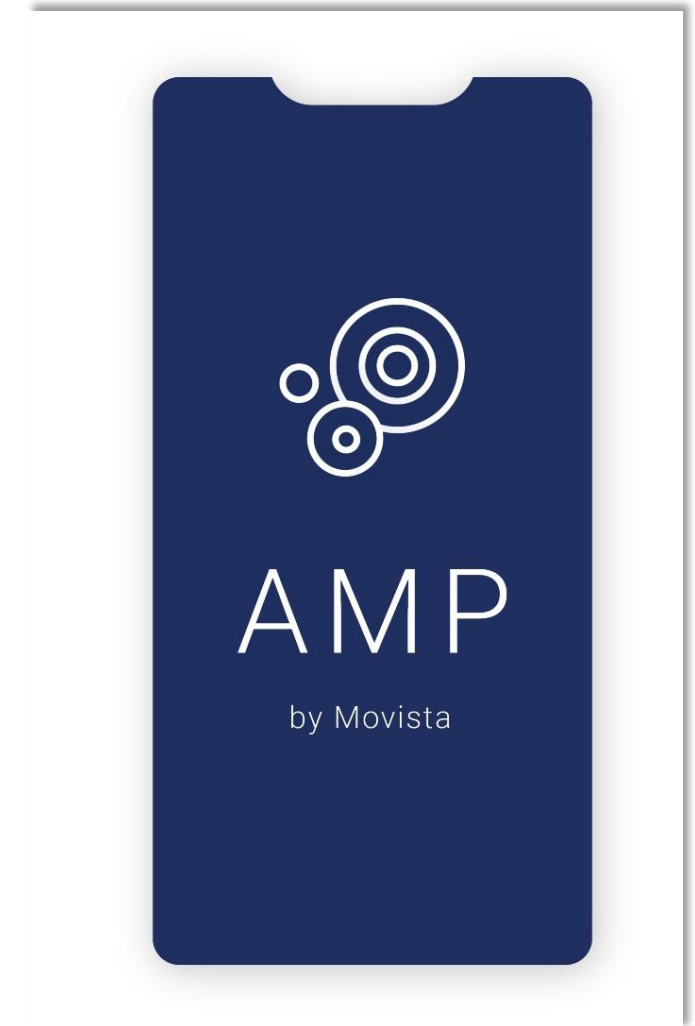- Pin: last 4 digits of your EID

Photo of the Week Contest

Each week, a Brand Ambassador's Event Photo is selected for the "Photo of the Week".

- The selected photo will also be published in the Weekly Communication each week!

- Each time your photo is selected, you will receive a point. The BA with the most points in a 6-month period will win a prize.

- Please let your scheduler know if you **do not** want your photos featured in the Weekly Communication or on our social media pages!

- **Criteria Needed to be entered in the contest:**
- ¾ view photo

- Clean & Complete Uniform

- Name Tag

- WE ID Sign

- Sampling Supplies

- Fully Stocked Featured Product
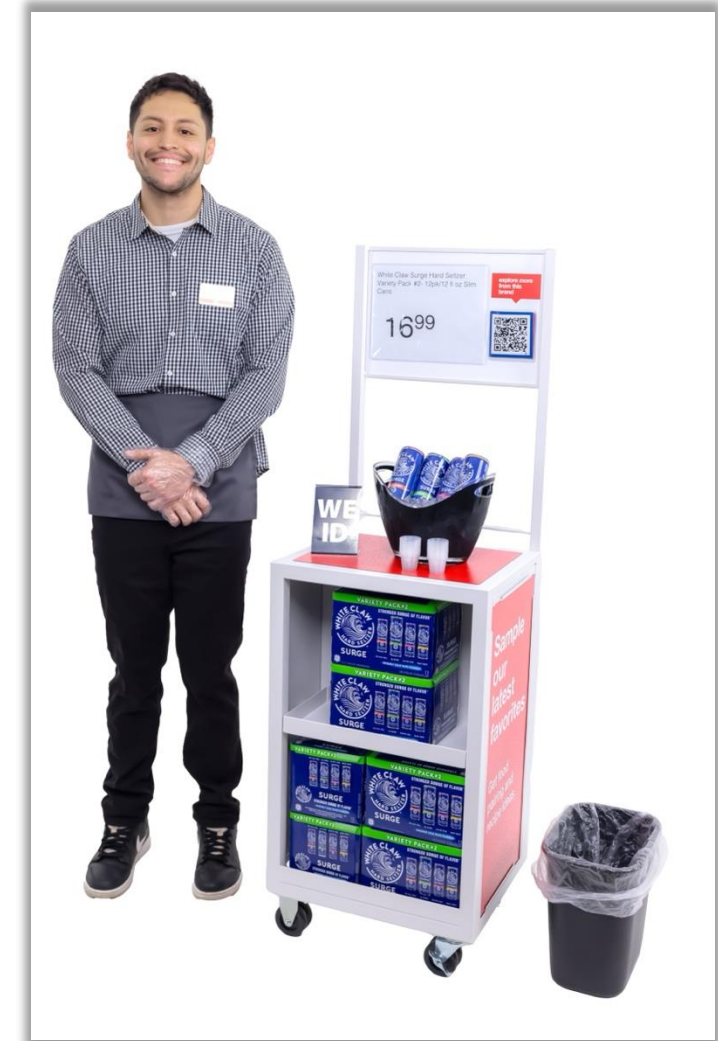
- D2D Cart Price Sign and QR Code

Photo of the Week Contest

Each week, a Brand Ambassador's Event Photo is selected for the "Photo of the Week"!

- Take at least one photo at ¾ profile so the side of the cart is visible

- The selected photo will also be published in the Weekly Communication each week.

- Each time your photo is selected, you will receive a point. The BA with the most points at the end of the 6-month period will win a prize.

- **Please let your scheduler know if you want to avoid your photos being featured in the weekly communication or on our Social Media!**

TARGET WEEKLY
IN-STORE SAMPLING UPDATE

HELLO!

You are receiving this email because you are scheduled to work in your assigned Target store(s) this weekend.

To access the Landing Page for resources, go to: https://productconnections.com/ba-resources/

SCHEDULES

You can view your schedules up to 2 weeks in advance in AMP Mobile! Log into your AMP Mobile app for your specific store(s) and item information for this weekend's events.

PHOTO OF THE WEEK

Congrats to **Jay Harris of MN** for winning the Photo of the Week contest! Keep up the good work!

Submitting Work Time

Reporting Instructions:

- The duration of each Stand-Alone event will be 3 hours, but you will report 3 ½ hours on AMP for setup/teardown.

- Alabama (AL) Stores Only: Due to compliance, AL stores will have a total of 3 hours (2.5-hour demos + 30 min for setup and teardown)

- Report training and help time only if approved by your supervisor

- If driving between your stores, please approve mileage and driving time in Timesheets (ask your scheduler for help if needed)

- Remember, overtime needs to be approved by your supervisor

- Need help? Visit the BA Landing Page for more resources on Payroll!

PRODUCT CONNECTIONS

REPORTING TRAINING/HELP TIME

Did you know there is a difference in Training Time and Help Time when reporting in your Timesheet? Review the definitions and examples of each below to ensure you are reporting time correctly.

Training Time:
- Completing or reviewing assigned training or related reference guides
- Bluevue training courses, participation in the Target FOCUS Call, and New Hire Brand Ambassador call
- Communication about training with your supervisor, Field Support, or IT Service Desk
- Any **training-related communication** with your supervisor while off the clock
- Get approval from your supervisor before entering time for training calls

Help Time:
- Communicating with your supervisor, Human Resources, Employee Relations, Payroll, or IT Service Desk when the reason is not project or training related
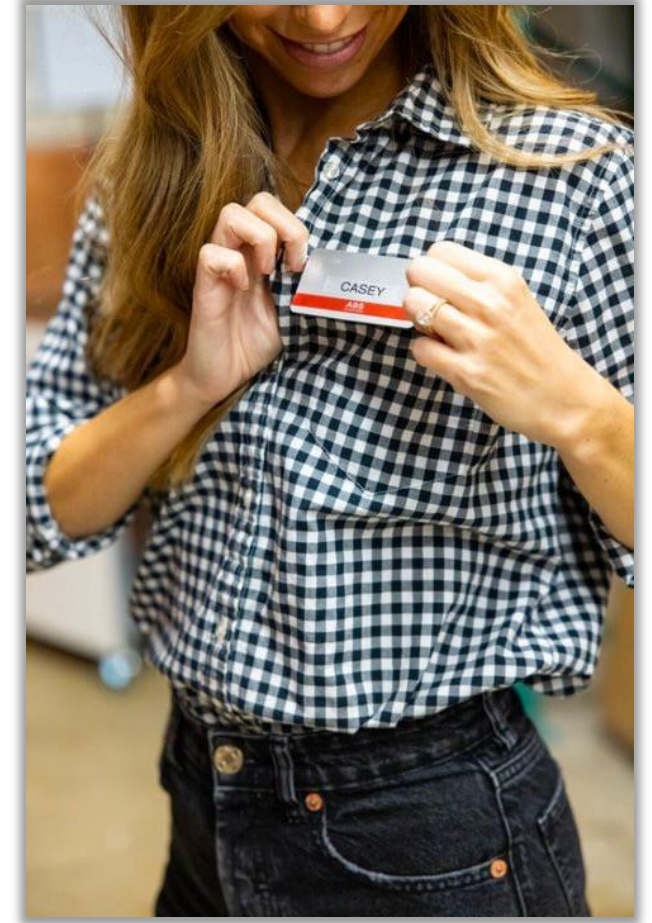- Get approval from your supervisor before entering time for Help calls

TIPS & TRICKS

Remember these helpful tips when reporting Training and Help Time:

- For each event you are scheduled to execute, you are paid for one hour to set up your cart and review training manuals. You should **not** report this time as Training Time as **this is a part of your Set Up event.**
- Every time you interact with IT and/or Field Support, they report the length of the time spent on the ticket. You should only report the amount of time you spent contacting and communicating with them. The time you reported will be compared to their reported time.
- Each Bluevue course states the amount of time it takes to complete the course. If you spend additional time completing the course, get your scheduler's approval before entering overtime in your Timesheet.
- New Hire Brand Ambassador call and FOCUS Calls should be reported as Training Time, for the length of the call.

Helpful Video   Links

- Landing Page: https://productconnections.com/ba-resources/

- D2D Cart Assembly: https://vimeo.com/productconnections/review/1082326286/c25d99bdf2

- Stand-Alone Video: https://vimeo.com/productconnections/review/1087198906/28ad9fb713

- Greet, Tell, Sell Video: https://vimeo.com/productconnections/target-instore-sampling-gts

- AMP: https://vimeo.com/784865484?share=copy

- Timesheets Video: https://vimeo.com/788459628?share=copy

Contact Information

For general support inquiries, please text or call your scheduler

- **Call 855-249-5544**
  - (Voice only, no text support)

- **Call Field Support 1-877-699-6275** and **"press 1"** for assistance with:
  - Comdata Cards, Timesheets, Okta Password Resets, Bluevue Support, and AMP Projects

  - For technical assistance with AMP after login, **"press 8"**