

**WELCOME TO HARDEE'S WE ARE SO HAPPY TO HAVE YOU!**

New Hire On-Boarding and Star University User Guide

Day 1 (New Hire Paperwork and Orientation)

- Complete New Hire Paperwork via PeopleMatter
- GM will explain key procedures and standards such as uniform & grooming standards
- Complete the Safety Tour with the GM
- GM will provide you instructions on how to clock in and out

On-Boarding (Star U)

1. This is your Star U login username - \_\_\_\_\_.
2. Your initial password is CKE123 and it will prompt you to create your own. The password can be as simple as four characters and there are no requirements for capitals or symbols. We recommend keeping it simple.
3. To access Star U go to [www.starcorp.com](http://www.starcorp.com) and click on Stores. From there you will get a dropdown and then click on Star University.
4. If there is Training already assigned to you it will be on the first screen under **Training To-Do List**
5. If there is nothing assigned you will click on **Search** from there you will use the "Learning Search" feature to search for the videos check marked below. If your GM has assigned them in a chronological order please follow it.

GM's please assign the videos you would like watched and if you want them watched in a certain order you can put them in chronological order.

- Hardee's Onboarding (**watch all 4 videos**)
- Essentials of Harassment and Discrimination Prevention (Illinois Only)
- Mobile Ordering & Loyalty
- Current LTO \_\_\_\_\_

QSC Videos  Team Member  Superstar Service  Speed of Service  Cleanliness  Manager  
 Star Platform  Perfect Burger  Perfect Biscuit  Angus Burger

**FRONTLINE STATIONS**

**Backline Stations**

- Dining Room
- Cashier Station
- Drive Thru Station
- Feeder Station
- Grill Station
- Fry Station
- Hand Breaded Chicken Station
- Cook Station
- Prep Station
- Biscuit Station

**The state of IL requires a Food Handlers Card. If you do not have one please visit:**

<https://illinois.foodhandlerclasses.com> The cost is \$7.00