



# MAINTENANCE TRAINEE PROGRAM

Managing the Skilled Labor Shortage Crisis

# PURPOSE

**The Maintenance Trainee Program (MTP) is designed to develop internal team members who are interested in becoming future Electro-Mechanical Technicians. The program prepares participants for careers on Maintenance teams within Bemis and is designed to increase bench strength for these valuable technical roles.**



# HOW IT ALL STARTED



- Workforce Planning – identified risk of high retirement in next 10 years
- While we have low turnover, when we have an opening it takes 6+ months hire.
- Partnered with DWD and FVTC on Fast Forward Grant = Fundamentals in Maintenance Certificate
- 9 Employees in our first “class” – network of Bemis plants in the Fox Valley decided to use this opportunity to create a trainee program

# ELIGIBILITY

*To be considered for an open Maintenance Trainee role, applicants must meet all of the following criteria:*

- Have successfully completed the new hire probationary period as defined by the location.
- Have a history of good safety, quality and production-related performance. As such individuals who have served a disciplinary suspension within the past 12 months are not eligible.
- Have demonstrated dependability shown through exceptional attendance.
- Be at a meets expectations level or higher with sustained high performance level.
- Exhibit Energy, Empowerment and Execution and demonstrate the Bemis Core Values.

## Build v. Buy ?

**Program intention is to build our talent – internal is current pool, but may expand externally in the future**



# APPLICATION PROCESS

Once deemed eligible, candidates will be required to go through an application process in order to be considered for the Trainee Program.

- ✓ *Resume*
- ✓ *MTP - Internal Application*
- ✓ *MTP - Manager Nomination Form*
- ✓ *MTP - Candidate Expectations Form*

The image displays four overlapping forms from the Bemis Maintenance Trainee Program. The topmost form is the 'Maintenance Trainee Program Participant Expectations' form, which includes sections for 'Attendance', 'Program Expectations', and 'Performance and Behavior'. Below it is the 'Maintenance Trainee Application' form, which has fields for 'Date', 'Name', 'Job Title', 'Hire Date', and 'Supervisor'. The third form is the 'Maintenance Trainee Program Manager Nomination Form', which includes a 'Date' field and a 'Nomination' section. The bottom-most form is a 'Resume' form, which is partially obscured by the other forms.

# SELECTION PROCESS

Assessments - All Trainee candidates must complete each assessment as determined by the company in conjunction with Fox Valley Technical College.

Interview - Candidates who complete each assessment will be scheduled for an interview. The best qualified applicants will be selected based on the number of openings available.

**Bemis** Candidate Interview Guide

Candidate Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Interviewed for: Maintenance Trainee

| Priority | Competency Displayed  |   | Comments |
|----------|-----------------------|---|----------|
|          | Relationship Building | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |
|          | Communication         | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |
|          | CI Mindset            | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |
|          | Results Orientation   | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |
|          | Problem Solving       | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |
|          | Technical Competency  | Yes <input type="checkbox"/><br>No <input type="checkbox"/> |          |

**KEY QUESTION:** Do you believe the candidate will excel in a High Performing Culture?  
(Displayed: Energy, Empowerment with Accountability, and Execution)

General Comments:

Recommendation: ☐ Yes - Maintenance Trainee Program  
☐ No - Maintenance Trainee Program



# THE PROGRAM

- Once selected, employees are pulled in to the maintenance department and placed on a shift.
- Curriculum co-developed by FVTC and some of our Maintenance leaders
- They attend classes at FVTC for one (1) full day each week for a total of five (5) semesters.
- Upon completion they move to a Maintenance Technician role.

# CURRICULUM

|                                      | Course Name                         | Credits |  |  | Course Name                         | Credits |
|--------------------------------------|-------------------------------------|---------|--|--|-------------------------------------|---------|
| <b><u>Fall Semester (Year 1)</u></b> |                                     |         |  | <b><u>Spring Semester (Year 1)</u></b> |                                     |         |
|                                      | Industrial Maintenance Math         | 2       |  |  | Motors and Drives 2                 | 1       |
|                                      | DC Circuits 1                       | 1       |  |  | AC Circuits 1                       | 1       |
|                                      | DC Circuits 2                       | 1       |  |  | DC Circuits 3                       | 1       |
|                                      | Ladder Logic and Controls Devices   | 1       |  |  | Hydraulics 1                        | 1       |
|                                      | Total In Class Hours                | 5       |  |  | System Troubleshooting              | 1       |
|                                      |                                     |         |  |  | Total In Class Hours                | 5       |
|                                      |                                     |         |  |  |                                     |         |
| <b><u>Fall Semester (Year 2)</u></b> |                                     |         |  | <b><u>Spring Semester (Year 2)</u></b> |                                     |         |
|                                      | Hydraulics 2                        | 1       |  |  | PLC 1                               | 1       |
|                                      | Pneumatics 1                        | 1       |  |  | Elements of Machines                | 2       |
|                                      | Concepts of Programming             | 1       |  |  | Electrical Safety                   | 1       |
|                                      | Electrical Power Systems            | 2       |  |  | Electronic Construction Application | 1       |
|                                      | Total In Class Hours                | 5       |  |  | Total In Class Hours                | 5       |
|                                      |                                     |         |  |  |                                     |         |
| <b><u>Fall Semester (Year 3)</u></b> |                                     |         |  |  |                                     |         |
|                                      | PLC 2                               | 1       |  |  |                                     |         |
|                                      | PLC 3                               | 1       |  |  |                                     |         |
|                                      | Enterprise Integration              | 2       |  |  |                                     |         |
|                                      | Instrumentation and Process Control | 3       |  |  |                                     |         |
|                                      | Total In Class Hours                | 7       |  |  |                                     |         |



# MAINTAINING TRAINEE STATUS

- Satisfactorily complete all courses identified in the curriculum created by Bemis and its partner Technical College.
- Demonstrate dependability shown through excellent attendance both at work and school (employee responsibility to make up / catch up on content missed)
- Continuously meet expectations for performance related to safety, quality, service, and productivity.
- Exhibit Energy, Empowerment and Execution and demonstrate the Bemis Core Values.