

EMPLOYEE EVALUATION

		EMPLOYEE
DATE	UNIT #	JOB TITLE
MANAGER	PAY RATE	HIRE DATE
	RATING SYSTEM: 5 = OUTSTANDING $4 = ABOVE \ AVERAGE$ TOTAL POINTS POSSIBLE ON	3 = AVERAGE 1 = UNACCEPTABLE 2 = BELOW AVERAGE THIS EVALUATION: 165
ATTENDANCE		JIPMENT OPERATION:
	Reports to work on time Attendance Schedule flexibility Willingness to come in on unscheduled days	Speed on cash register and lottery machine Speed on credit card machine/Fleet card POS Accuracy on cash register and lottery machine Accuracy on credit card machine/Fleet card POS
ATTITUDE:	Wo	RK HABITS:
	Positive attitude overall Cooperation with fellow employees Conduct on sales floor Promotes teamwork Personal hygiene/Uniform appearance Communicate with management Response to direction and instruction	Speed of service Accuracy of service Initiative during slow periods Ability to complete assigned tasks Compliance with company policy Performance during peaks Ability to check in vendors quickly and accurately
CUSTOMER RI	ELATIONS: ENI	O OF SHIFT:
	Greeting of customers Friendliness to customers Product knowledge Suggestive selling Asks for I.D. when selling alcohol or tobacco Thanks customers for shopping Fuel Mart	Cash overage/shortage control Accuracy of paperwork Stocks cooler shelves and store shelves Cigarette or lottery overage/shortage Leaves store in good condition for next employee
COMMENTS:		
	OVERALL SCORE PROPOSED RAISE BASED ON SCORE STATION PERFORMANCE EVALUATION LESS \$.05 PER WRITE UP (QTY) EARNED HOURLY RAISE NEW PAY RATE	SCORING CHART 140-165 = \$.10 115-139 = \$.05 BELOW 115 = \$0
	<u> </u>	EMPLOYEE SIGNATURE
		MANAGER SIGNATURE
		SUPERVISOR SIGNATURE

IF STATION PERFORMANCE MEETS REQUIREMENTS AN ADDITIONAL \$.05 CAN BE EARNED

SHRINK < 1.5% OF MERCHANDISE SALES LABOR < 105% OF BUDGET SALES> 103% OF LAST YEAR OTHER CONTROLLABLES < 1.1% OF SALES