

CHEERS FOOD AND FUEL ASSISTANT MANAGER / SHIFT LEADER - PERFORMANCE APPRAISAL

Name: _____ Store # _____ Time in Position: _____ 8-09

SCORE: Very Good 392 - 295 Good 294 -197 Needs Improvement 196 or Below

RATING: 4 - Excellent 3 - Good 2 - Satisfactory 1 - Needs Improvement			
Criteria	Weight	Rating	Score
1 Assumes Manager Duties - and responsibilities in absence of store manager while promoting strong team environment & correctly completes all manager task.	10		
2 Sales - Sales vs. budgets and prior years / Mystery Shops scores	10		
3 Labor Cost Management	10		
4 Team Member Training - Train team members to promote efficiency and profitability of the store and properly record all training	10		
5 Adherence to Company Policies - Follows policies and procedures regarding safety, security, harassment free environment and other policies.	8		
6 Working Relationships - Considers the willingness to work with others, the ability to accept constructive criticism.	8		
7 Knowledge of Job - Consider the knowledge of present job, of other work closely related to it.	8		
8 Accurately checks in vendors, reconciles invoices and ensures product is properly priced, stocked and rotated	8		
9 Quality of Work - Consider the quality of work produced and promptness with which it is completed.	8		
10 Food Safety - FIFO, Day Dots, Temps, Sanitizer, & Hand washing	6		
11 Creativity - Consider the ability to offer suggestions and propose new and creative ideas and solutions to working situations.	4		
12 Maintains confidentiality of personnel issues, sales volumes and other private store matters	4		
13 Initiative - Consider the extent to which new work assignments and additional duties are sought out when necessary.	4		
Total Score			

Store Manager's comments/goals:

Assistant Manager / Shift Leader comments/goals:

Multi unit mgr: _____ Date: _____

Store Manager: _____ Date: _____

Assistant Manager / Shift Leader: _____ Date: _____