

Retail Minded

news, education & support
for boutique businesses

Store Evaluation Form 2013:

A Self Conducted Store Evaluation / or Employee Year End Review

Store _____
Evaluator _____
Employee _____
Date _____

	Outstanding	Above Average	Acceptable	Poor	Not Available
<i>Store / Business Management</i>					
Timely in Completing Tasks & Punctual	4	3	2	1	0
Trustworthy in Store Responsibilities	4	3	2	1	0
Follows Proper Procedures & Policies	4	3	2	1	0
Effective in Leadership & Training	4	3	2	1	0
Efficient in All Store Software	4	3	2	1	0
Efficient in All Store Operations	4	3	2	1	0
Knows All Inventory & Product Details					
<i>Store / Business Appearance</i>					
Exterior Store Well Kept & Clean	4	3	2	1	0
Store Selling Space Clean & Neat	4	3	2	1	0
Storage Space Well Kept & Clean	4	3	2	1	0
Office Area Well Kept & Clean	4	3	2	1	0
Selling Areas Professionally Merchandised	4	3	2	1	0
Store Signage Printed (Not Handwritten)	4	3	2	1	0
Store Signage Consistent Among All Signs	4	3	2	1	0
Business Logo Represented Consistently	4	3	2	1	0
Public Restroom Clean	4	3	2	1	0
Public Restroom Free of Excess Inventory	4	3	2	1	0

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	Outstanding	Above Average	Acceptable	Poor	Not Available
<i>Inventory</i>					
Buying Dollars Accurately Managed	4	3	2	1	0
Markdowns Addressed On Time	4	3	2	1	0
Inventory Orders Placed Effectively	4	3	2	1	0
Product Assortment Balanced	4	3	2	1	0
<i>Marketing & Promotions</i>					
Schedule Routine Events	4	3	2	1	0
Promote Business through Media	4	3	2	1	0
Encourage Brand /Store Consistency	4	3	2	1	0
Work with Vendors for Special Promos	4	3	2	1	0
<i>Employee Attitudes</i>					
Positive Interaction with Customers	4	3	2	1	0
Positive Rapport with Co-Workers	4	3	2	1	0
Engaged in Store Responsibilities	4	3	2	1	0
Engaged in Store Inventory	4	3	2	1	0
Punctual and Efficient in Procedures	4	3	2	1	0
<i>Community Commitment</i>					
Active in local events	4	3	2	1	0
Aware of local competition	4	3	2	1	0

To Be Completed If Used As Employee Review:

This performance feedback was discussed with me in a one-on-one meeting. I ___ agree ___ disagree with the contents.

Employee Signature: _____ Date: _____ Manager/Owner Signature: _____ Date: _____

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