



HOURLY/NON EXEMPT EMPLOYEE REVIEW

NAME: _____

DATE: _____

STORE LOCATION: _____

DEPARTMENT: _____

☐ 90 Day Review ☐ Annual Review ☐ Other _____

INSTRUCTIONS: This Employee Review will be used for all store operations hourly/non-exempt employees to be conducted annually during the month of February, unless otherwise specified. The Store Director, along with the input from the employee's manager will be evaluating the employee's performance. It's important that each employee is rated carefully and accurately. The value of this Employee Review lies in the impartiality and sound judgement used by the Store Director and the department manager. Judge each category separately. Always be objective.

PERFORMANCE DEFINITIONS AND RATINGS:

Average – Does not consistently meet the essential job requirements. Demonstrates some deficiencies in performance. Requires more supervision that normally expected for routine functions. Coaching with a development plan and a follow-up review is necessary within a specific time period. **SCORE = 1**

Good – Consistently meets the essential job requirements. Demonstrates skills/behaviors that meet performance standards. Handles the routine and some of the unexpected well with the usual amount of supervision. A consistently effective performer. **SCORE = 2**

Very Good – Consistently exceeds the job requirements. Handles the routine and much of the unexpected with less than the usual amount of supervision. Has advanced knowledge of the job and is able to teach others. An example of a positive role model. **SCORE = 3**

Outstanding – This overall rating is reserved for employees that make a special contribution to the company and deserve special recognition for their efforts. Outstanding performers produce work at the highest level possible for quality and quantity, are successful in unusual or adverse situations, handle the routine and unexpected equally well with little or no supervision. If this rating is given, supporting documentation must be provided. **SCORE = 4**

	Average 1 point	Good 2 points	Very Good 3 points	Out- standing 4 points
Quality of Work - <i>Consider the quality of work produced and the promptness with which it is completed.</i>	☐	☐	☐	☐
Productivity – <i>Consider the ability to produce quantity of acceptable work which meets company standards.</i>	☐	☐	☐	☐
Knowledge of Job – <i>Consider the knowledge of present job, of other work closely related to it and of the equipment necessary to perform job functions.</i>	☐	☐	☐	☐
Reliability and Dependability – <i>Consider the amount of supervision required, and job performance regarding timely completion and follow-up.</i>	☐	☐	☐	☐
Initiative – <i>Consider the extent to which new work assignments and additional duties are sought out when necessary.</i>	☐	☐	☐	☐
Working Relationships – <i>Consider the willingness to work with and help others, the ability to accept constructive criticism, and cooperation with fellow employees and supervisors.</i>	☐	☐	☐	☐

Average 1 point	Good 2 points	Very Good 3 points	Out- standing 4 points
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Adherence to Company Policies – *Follows policies and procedures regarding company policies, safety, appearance standards, etc.*

☐
☐
☐
☐

Customer Service – *Consider the interaction with the customer, greeting, smiling, suggestive selling, etc.*

☐
☐
☐
☐

Attendance – *Consider overall attendance records and punctuality.*

Attendance: _____ absences, after the first 24 hours

Punctuality: _____ times, including returning late from meal periods, breaks

Eliminated from the Performance Review in 2022 due to COVID-19

TOTALS:

_____ X 1	_____ X 2	_____ X 3	_____ X 4
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>

Add $a+b+c+d =$ _____ TOTAL SCORE

OVERALL PERFORMANCE RATING:

0 through 14 points Average equals \$0.25 increase (implement performance development plan)

15 through 23 points Good equals \$.75 per hour increase

24 through 31 points Very Good equals \$1.00 per hour increase

32 through 36 points Outstanding equals \$1.50 per hour increase (*Requires District Manager signature*)

Employee Comments:

Store Director Comments:

Employee Signature

Date

Store Director Signature

Date

Department Manager Signature

Date