

ASSOCIATE PERFORMANCE APPRAISAL

Date: _____ Evaluator: _____

Review Period: From: _____ to _____

Employee: _____ Position: _____

Instructions: Using the scale below, rate the Employee's performance for the entire period of the review. Indicate "NA" if an Employee's work assignments preclude evaluation in one or more ratings.

N	M	ME	FE
Needs Improvement. Overall performance does not meet the requirements of the job or needs direct supervision.	Achieves objectives and performs responsibilities consistently meeting challenging but achievable expectations with general supervision.	Performance meets and often exceeds criteria for quality, quantity, timeliness and self-direction. Achieves objectives and responsibilities as required with minimal supervision.	Performance consistently exceeds criteria for quality, quantity, timeliness and/or self-direction.

JOB KNOWLEDGE AND SKILLS

	Demonstrates a knowledge of the products and services the company provides in a positive and professional manner.					
	Operates the following in a proficient manner. <i>Circle all that apply.</i>					
	POS	Radio	Paint Equipment	Key machines	RF Guns	AceNet
	Utilizes additional training resources provided on Ace Learning Place and/or vendor supported training to meet the minimum of 15 hours of training per year.					
	Total Training Hours: _____ Stihl Certification(s): _____ Forklift Certification: _____ Other: _____			Badges: <input type="checkbox"/> Paint Prodigy <input type="checkbox"/> Tool Champ <input type="checkbox"/> Electrical Expert <input type="checkbox"/> Plumbing Pro <input type="checkbox"/> Hardware Hero <input type="checkbox"/> Lawn & Garden Enthusiast <input type="checkbox"/> Outdoor Equipment Powerhouse <input type="checkbox"/> BBQ Master		

General Comments, Strengths, Goals:

JOB RELIABILITY & QUALITY OF WORK

	Understands and demonstrates to customers and associates a commitment to the Ace Helpful Pledge to be the most helpful hardware store on the planet	
	Maintains a high level of customer service for telephone customers	
	Maintains acceptable level of attendance _____	_____
	Days Absent	# of Tardies
	Exhibits strong work ethic	
	Adheres to store dress code	
	Performs assigned tasks in a timely, safe and efficient manner	
	Alerts supervisors and managers of potential safety, product or service problems that could hinder the success and safety of the team and store	
	Participates in maintaining a safe, clean and shoppable store for associates and customers	

General Comments, Strengths, Goals:

TEAMWORK

Demonstrates a willingness to assist other associates in finishing and completing stores tasks and projects

Daily actions support team success, maintains positive relations, and treats other team members with respect and courtesy

Assists with On-the-job training of other team members and is willing to share knowledge

Responds to supervisor's requests/instructions in a respectful and timely manner

General Comments, Strengths, Goals:

SPECIFIC PLAN TO DEVELOP AND IMPROVE PERFORMANCE (Goal Setting Worksheet available)

Specific, clear and understandable

Measurable, verifiable and results-oriented

Attainable, yet sufficiently challenging

Relevant to the mission of the company

Time-bound with a schedule and specific milestones

Employee acknowledges discussion of this performance evaluation with the Evaluator and that the evaluated Employee has received a signed copy.

Employee Comments:

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____