

One-To-One Feedback Form

Prepare beforehand:

Associate's Name:	
Associate's Job:	
Date and Time:	
Manager:	
Store Number:	

1. **Key areas/performance/goals and information to share with associate:**

2. **Positive Associate Feedback:**

3. **Areas of Opportunity Associate Feedback:**

4. **Does this associate need to be assessed for a badge? (circle) Yes or No**

During conversation with Associate:

Associate Responses to Questions

Work Habits and Associate Performance	Team Collaboration
Levels of Engagement	Short & Long Term Performance Goals
Professional Development goals and Plan	Manager Improvement

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Skills Matrix and Badge Assessments

Pull out the associate's current skills assessment and determine which 1-2 areas of training are needed:

IF a Leader of Others:

1. What operational focus are you going to work on improving this month (circle below) and **how**?

Culture, Strategy, Relationships, Results, Continuous Improvement, Performance Management

2. What leadership and coaching area are you going to work on improving this month (circle below) and **how**?

New Hire Orientation, Role Overview, High Performing Store Team, Store Conditions, Customers, Store's Financials
