



# Managers Evaluation

Manager's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Store: \_\_\_\_\_

	RATING	COMMENTS
<b>ATTITUDE</b>		
Punctuality		
Ability to handle stress		
Leadership skills		
<b>STORE IMAGE</b>		
Employee's general hygiene		
Conformity to uniform standards		
Hustle - in/out (drivers)		
Car top signs worn		
Store Inspection scores		
<b>SERVICE</b>		
Number of lates per week		
Number of call backs completed		
Late letters hand delivered		
Thank You cards mailed		
<b>PRODUCT QUALITY</b>		
Portion's controlled		
Inventory balance maintained		
Rotation of food		
Dating of food		
Dating of product		
Pizza Appearance		
Dough management		
<b>TRAINING AND HIRING</b>		
Hiring hourly people		
Training		
Drivers		
Order Takers		
Oven Tenders		
Pizza Makers		
Dough Makers		
<b>MIT'S</b>		
Evaluations completed		
Weekly schedule		
Self-sufficient stores		
Employee file complete		
<b>CONTROLLING COST</b>		
Consistency of food percentage		
Consistency of labor percentage		
Utilities		

PAPERWORK		
Accuracy		
Legibility		
Completeness		
Organization		
Door-Sheets completed		
Weekly paperwork sent in		
Deposits made daily		
Paperwork FAXed in		
SALES		
Suggestive selling		
BOD's		
Door hanging		
Sales promotion ideas		
Community Involvement		
Box toppers		
JUDGEMENT		
With customers		
When to call for help		
When to cut lines		
Decisions made quickly		
Anticipation of sales		
CUSTOMER RELATIONSHIP		
Response to customer complaints		
Carryouts helped to car		
Drivers responding to problems		
RATINGS: 1-UNSATISFACTORY 2-NEEDS IMPROVEMENT 3-SATISFACTORY 4-GOOD 5-OUTSTANDING		
COMMENTS:		

WRITTEN GOALS FOR SELF/STORE IMPROVEMENT	DEADLINE

I have read this and discussed it with the evaluator and I (agree) (disagree)

Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAS: \_\_\_\_\_