**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Employee Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Evaluation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Performance Area** | **Excellent** | **Very Good** | **Good** | **Fair** | **Unsatisfactory** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **Work Quality** – Accuracy, attention to detail, and thoroughness of tasks such as cutting fabric, measuring, and completing transactions. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Customer Service** – Friendliness, attentiveness, and ability to provide helpful recommendations to customers. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Product Knowledge** – Understanding of fabric types, quilting techniques, sewing notions, and ability to assist customers effectively. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Sales Ability** – Engages customers, suggests complementary products, promotes sales, and supports store revenue goals. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Dependability** – Reliability in completing tasks, following through on responsibilities, and being a trusted team member. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **(cont.)** |  |  |  |  |  |  |
| **Initiative** – Takes proactive steps to improve store operations, help customers, and solve problems independently. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Flexibility** – Willingness to adapt to changing needs, work different shifts, and assist in various shop areas. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Teamwork & Communication** – Works well with colleagues, supports team efforts, and communicates effectively. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Punctuality & Attendance** – Arrives on time, follows scheduled shifts, and maintains consistent attendance. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Skill Building & Development** – Shows progress in learning new techniques, improving efficiency, or expanding product knowledge. | ☐ | ☐ | ☐ | ☐ | ☐ |  |
| **Store Presentation & Organization** – Helps maintain a clean, organized, and visually appealing store. | ☐ | ☐ | ☐ | ☐ | ☐ |  |

**Employee’s Goals for the Upcoming Year:**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_