

Date:	Sales	Sales % Variance Goal	GP \$	GP % Variance Goal	Internal Re-do %		
Month to Date							
Year to Date							

Categories	Manager Scoring	Supervisor Scoring	Comments
Initiative			
Hustle			
Teamwork			
Job/Time Management			
Job Performance/Quality			
Job Re-Do's			
Personal Accountability			
Following Instructions			

7 Performance Factors

1. Skill/Knowledge 2. Capacity 3. Resources 4. Feedback 5. Internal Motivation 6. Consequences 7. Clear Expectations

ACTION PLAN - HOW MUCH AND BY WHEN

WHAT - What are the two areas that will improve over the next 30 days?

1. _____ 2. _____

HOW - What specific actions and/or development are required?

1. _____

2. _____

WHEN - When will the individual complete the “How” assignment?

1. _____ 2. _____

HOW MUCH - What improvement (outcome) is expected over the next 30 days?

Other Comments: _____

This Month's Goals					
Sales	GP \$	Internal Redo %	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date