



Cashier Performance Appraisal



Employee Name: _____
Work Location: _____

Position: _____
Review Date: _____

Performance Rating Description:

- Exceeds Expectations - Outstanding performance. Has exceeded in quality and scope of the major work objectives.
- Meets Expectations - Good performance. Has met the specified objectives. Performance is what is expected of a fully qualified and experienced person in this position.
- Fails to Meet Expectations - Poor performance. Has not met specified objectives. Accomplishment of major job requirements is clearly unacceptable.

Areas of Evaluation:

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| <p>1. SAFETY - Adheres to safety practices and procedures including addressing unsafe conditions.</p> <p>2. QUALITY - Consistently follows and practices set procedures specific to the particular work area.</p> <p>3. CASH-OUT CUSTOMERS - Consistently follows the proper procedures when cashing out customers, including entering transactions accurately, tracking coupons/tickets, paperwork has minimal/no errors, shift balances with no shortages/overages.</p> <p>4. CUSTOMER SERVICE/RELATIONS - Provides excellent service to our customers ensuring that they leave pleased with their experience. Knowledgeable about our services and is capable of handling customer inquiries via phone or in person.</p> <p>5. APPEARANCE - In uniform (car wash issued shirt & khaki pants), proper hygiene, hair is kept neat, no visible body piercings or tattoos, earrings (one pair - small studs/hoops), nails not outrageous in length or color.</p> <p>6. HOLIDAY SALES - Participates in promotional sales and meets established goal for setting ticket books and gift certificates.</p> <p>7. ATTENDANCE - Employee is punctual, stays within meal and break periods, and has a good overall attendance record.</p> <p>8. TEAMWORK - Demonstrates the ability to cooperate, work, and communicate with others.</p> <p>9. OVERALL EVALUATION - Overall performance rating:</p> | <table border="0"> <tr> <td>Exceeds</td> <td>Meets</td> <td>Fails to Meet</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table> | Exceeds | Meets | Fails to Meet | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
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COMMENTS/AREAS FOR FUTURE FOCUS: _____

Employee Signature: _____ Date: _____ Manager Signature: _____ Date: _____

PAYROLL STATUS CHANGE FORM

(Approvals are required prior to discussion with employee)

Current rate	\$ _____	Required Signatures:	
New Rate	\$ _____	General/District Manager:	_____
Effective Date	_____	HR Manager:	_____
Next Review Date	_____	Payroll:	_____
		Date:	_____
		Date:	_____
		Date:	_____