

Retail Staff Performance Evaluation Sheet

Employee Name

Position

Department / Store Location

Evaluation Period

Date of Evaluation

Evaluator Name

| Performance Criteria | Rating (1-5) | Comments |
|--------------------------|--------------|-------------|
| Customer Service | <div></div> | <div></div> |
| Product Knowledge | <div></div> | <div></div> |
| Sales Performance | <div></div> | <div></div> |
| Teamwork | <div></div> | <div></div> |
| Attendance & Punctuality | <div></div> | <div></div> |
| Initiative | <div></div> | <div></div> |
| Other (specify) | <div></div> | <div></div> |

Strengths

Areas for Improvement

Action Plan / Goals

Evaluator Signature

Employee Signature
