

WAREHOUSE ASSOCIATE PERFORMANCE APPRAISAL

90 DAY REVIEW 12 MONTH ANNUAL REVIEW NON-MONETARY MONETARY

Date: _____

Employee: _____ Manager: _____

1. WORK STANDARDS

- Notifies Manager in advance of absences
- Reports to work on time
- Exhibits cooperative work standards
- Meets ACI attendance policy including clocking in and out

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

2. MERCHANDISE ORDERING/PRICING

- Ensures merchandise is ordered in a timely fashion
- Ensures basic stock levels are maintained
- Prices new merchandise promptly and accurately
- Accurately completes/records price changes in Retail Pro

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

3. MERCHANDISE RECEIVING/DELIVERING

- Has accurate product/department knowledge
- Verifies both receiving and delivery counts
- Properly obtains credits
- Verifies accuracy of shipments before delivering to stores
- Coordinates deliveries with Store Management
- Delivers orders in timely efficient manner

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

4. SECURITY

- Maintains DIA security procedures for all areas
- Maintains company safety and security procedures

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

5. FACILITIES / MAINTENANCE

- Ensures all empty boxes and trash is removed from stores, downstairs office and warehouse
- Maintains general maintenance and lighting in stores, downstairs office and warehouse
- Assists in general cleaning of downstairs office and warehouse (sweeping, dusting)

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

6. EQUIPMENT

- Reports equipment malfunctions to manager
- Correctly uses/maintains warehouse equipment

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

7. ACCOMPLISHMENTS BEYOND STANDARD EXPECTATIONS

UNSATISFACTORY(0) NEEDS IMPROVEMENT(1) SATISFACTORY(2) ABOVE AVERAGE(3) OUTSTANDING(4)

Comments: _____

Areas of Improvement: _____

8. EMPLOYEE COMMENTS

OVERALL PERFORMANCE
(Check One)

- Unsatisfactory (0) Need Improvement (1) Satisfactory (2)
 Above Average (3) Outstanding (4)

NOTE:

Employee signature does not necessarily signify your agreement with this appraisal; it simply means that the appraisal was discussed with you.

Employee Signature: _____

Date: _____

Manager Name: _____

Manager Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Date: _____