

Lube Room Attendant Evaluation Form

Employee Name _____	Department _____	Period Covered _____
Evaluated by _____	Date Completed _____	Date Reviewed with Employee _____

	Weight <small>Total must equal 100%</small>	Rating <small>Use 1 through 5</small>	Score <small>Weight x Rating</small>
<p>Sales</p> <p>Establishes and achieves sales goals.</p> <p>Comments:</p>			
<p>Service</p> <p>Provides friendly and efficient service.</p> <p>Makes proper recommendations for all products sold.</p> <p>Comments:</p>			
<p>Inventory</p> <p>Effectively manages inventory levels by reporting needs to supervisor.</p> <p>Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Maintenance</p> <p>Maintains lube room and equipment.</p> <p>Maintains display area.</p> <p>Prices merchandise properly.</p> <p>Comments:</p>			
<p>Job Knowledge</p> <p>Understands the requirements of the job.</p> <p>Comments:</p>			
<p>Quality of Work</p> <p>Work is accurate and neat.</p> <p>Comments:</p>			
<p>Quantity of Work</p> <p>Consistently performs an adequate amount of satisfactory work.</p> <p>Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Cooperation</p> <p>Works well and effectively with co-workers and supervisors. Supports company policies and goals. Comments:</p>			
<p>Initiative</p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks. Comments:</p>			
<p>Attendance and Dependability</p> <p>Can be relied upon to report to work and stay on the job. Comments:</p>			
<p>Problem Solving</p> <p>Handles on the job problems. Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Other Duties</p> <p>Upholds cooperative policies. Performs other duties as assigned by management. Enforces and upholds the cooperative's credit policy. Comments:</p>			
<p>Total Score =</p>			
<p>Overall Merit Rating</p> <p>451 - 500 - Outstanding 351 - 450 - Exceeds Standards 251 - 350 - Met Standards 151 - 250 - Below Standards 100 - 150 - Unacceptable</p> <p>Signature of Manager/Supervisor _____ Date _____</p> <p>Signature of Employee _____ Date _____</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable