



## Quarterly Employee Review Form

Employee Name \_\_\_\_\_ Emp Number \_\_\_\_\_ Date \_\_\_\_\_

Salon \_\_\_\_\_ GM \_\_\_\_\_ Dept \_\_\_\_\_

### Attendance and Education Participation

In Salon Attendance	Technical Education	Date	In Salon Meetings
Days missed _____	_____	_____	Month 1 _____
Times late _____	_____	_____	Month 2 _____
Times left early _____	_____	_____	Month 3 _____

### Performance Review

- BE ON TIME.** According to the time clock, is the employee on time? Yes  No
- BE POSITIVE.** Does the employee come to work with their best attitude? Yes  No
- BE PREPARED.** Is the employee focused, prepared and ready for our guests? Yes  No
- BE INFORMED.** Does the employee ask questions and retain the information? Yes  No
- BE NICE & POLITE.** Is the employee always friendly and engaging with guests and their team? Yes  No
- BE ACCOUNTABLE - 24 HOUR rule.** Is the employee open to coaching and feedback? Yes  No
- BE LOVING.** Is the employee truly passionate about service? Yes  No
- BE PROACTIVE & OPEN.** Does the employee have a say "yes" mentality? Yes  No

9. **BE KNOWLEDGEABLE.** Is the employee knowledgeable about Gadabout mission, culture and values? Yes  No

10. **BE FASHION FORWARD.** Does the employee follow Gadabout dress code and look fashion forward? (Hair/makeup finished and ready for the beauty industry.) Yes  No

11. **BE PROFESSIONAL.** Is the employee always professional in their dialogue and interactions with guests/staff? Yes  No

12. **BE PRIVATE & FOCUSED.** Is the employee able to separate their personal life from their professional life? Yes  No

### Performance Review - Key Indicators

1. **SAVE THE DATE.** Is the employee living at or exceeding the salon benchmark for Save the Date? Yes  No

2. **HOME CARE.** Is the employee actively engaged in servicing our guests with home care and contributing to the salon team's goal? Yes  No

3. **NEW GUEST RETENTION.** Does the employee participate in the hospitality of a new guest, both upon introduction and follow up? Yes  No

4. **GIFT CARDS.** Does the employee actively contribute with servicing our guests with gift cards, even during non traditional gift card seasons? Yes  No

5. **HOSPITALITY.** Does the employee always actively engage with our guests to provide excellence in guest service and hospitality, not just when a guest is checking in or out? Yes  No

Goals for the quarter

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Employee Signature

GM Signature

Employee Number

Date