### Section 1: PERSONAL CHARACTERISTICS

- **INITIATIVE** - Ability to follow through in all aspects of their job with minimal supervision.
- **TEAMWORK** - Cooperative and possess the ability to work well with others.
- **ATTENDANCE** - Reports to work on a timely consistent basis.
- **APPEARANCE** - Reports to work in provided pants and shirt, proper shoes, Auto Select cap.
- **COMMUNICATION** - Effectively communicates with manager and fellow workers.

**Comments:**

### Section 2: OPERATIONS

- **Adheres to company policies and procedures.**
- **Reports to Service Manager all parts used to complete a job.**
- **Wears safety glasses, work gloves and proper shoes as required.**
- **Cleans work area upon completion of each job.**
- **Uses parts for jobs only as directed by Service Manager or advisors.**
- **Maintains proper amount of hand tools to perform duties effectively.**
- **Respects and maintains company-owned tools, equipment, and vehicles.**
- **Insures that service area is clean and orderly before leaving at day’s end.**
- **Attends technical training sessions offered.**
- **Suggests ideas for improving service center operations.**
- **Properly repackages and returns all parts not installed on a vehicle.**
- **Follows company policy on smoking, eating and drinking in retail area.**
- **Alerts management promptly of any potential problems.**
- **Completes work as specified on each work order.**
- **Always reports to Service Manager before leaving premises.**

**Comments:**

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### Section 3: JOB PERFORMANCE

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- Can properly use all specialty equipment utilized in service center.
- Consistently performs within flat rate time allotted for specific jobs.
- Seldom has work come-backs due to faulty installation.

**Comments:**

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__________________________________________________________

__________________________________________________________

**EVALUATION SUMMARY**

**STRENGTHS:**

__________________________________________________________

__________________________________________________________

__________________________________________________________

**AREAS FOR IMPROVEMENT:**

__________________________________________________________

__________________________________________________________

__________________________________________________________

**GOALS FOR IMPROVEMENT:**

__________________________________________________________

__________________________________________________________

__________________________________________________________

**OVERALL RATING:**

- [ ] Exceptional
- [ ] Satisfactory
- [ ] Needs Improvement

**Last Year Weekly Labor Sales Avg:** $__________  **Last Year Weekly Productivity Avg:** %__________

**This Year Weekly Labor Sales Goal:** $__________  **This Year Weekly Productivity Goal:** %__________

**EMPLOYEE** ____________  **DATE** ____________  **MANAGER** ____________  **DATE** ____________