

# Retail Team Member Assessment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Store Location: [Insert Store Location]

## Performance Overview

[Insert brief overview of performance, strengths, and areas for improvement]

## Key Responsibilities

- Customer Service: [Insert comments]
- Sales: [Insert comments]
- Merchandising: [Insert comments]
- Team Collaboration: [Insert comments]
- Time Management: [Insert comments]

## Goals and Recommendations

[Insert specific goals for the next assessment period]

[Insert any recommendations for training or development]

## Employee Comments

[Insert space for employee feedback]

## Assessor's Signature

[Insert Signature] - [Insert Assessor's Name]