

Evaluation Process

The store Manager will receive an email from Gloria the first week of each month with the names of the employee that is due to be evaluated.

1. Locate the evaluation per their AOR on the KC under the tab region/Houston.
2. The Manager is to complete the evaluation with detailed info on the things they do well and the things they can improve.
3. The Manager has a meeting with the employee to review the evaluation in detail. As always we want to congratulate the employee on their accomplishments and coach the employee on how to improve the area of opportunity (**do not make promises on a raise and our amount**).
4. The evaluation should be signed by the Manager and the employee.
5. The employees name and store number on the top of the evaluation.
6. **Scan and email the evaluation to Gloria** (please put evaluation in the **subject line**). Evaluation employee name
7. You will have 2 weeks from the date of the email to complete the evaluation and return it to Gloria (**our people are working hard; the sooner we grow them the more we can pay them**).

Thank you,
Houston Staff