



GOODWILL INDUSTRIES OF NORTHEASTERN PA

Retail Store Clerk/Processor

Performance Review

PLEASE PRINT CLEARLY.

Employee: _____ Store: _____
 (please print)

Supervisor: _____ Date of Evaluation: _____
 (please print)

Please evaluate how well this employee does the following tasks	Exceeds Expectations	Meets Expectations	Needs Improvement
▪ Processes donations in variety of departments.			
▪ Designates what is saleable; prices unmarked items, size clothing and display other items on sales floor.			
▪ Rotates merchandise already on display by following the schedule of rotation, for each department.			
▪ Keeps departments well stocked.			
▪ Maintains a presentable sales floor by keeping rack items neatly hung, bins straightened, wares organized, displays attractive, etc.			
▪ Dusts, sweeps and performs other cleaning duties as necessary.			
▪ Handles cash register duties as assigned.			
▪ Promotes customer satisfaction.			
▪ Maintains a pleasant and polite manner.			
▪ Presents neat and clean appearance.			
▪ Assists customers in location and selection of merchandise. Informs customers of store policies and procedures.			
▪ Accepts donations and provides donors with appropriate receipt.			
▪ Completes paperwork as assigned.			



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Employee Strengths: _____

Areas that need improvement: _____

Employee Comments: _____

I have reviewed this assessment and understand its contents.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____