



Jewelers  
Monthly Coaching and Review

DATE	REPAIR SALES GOAL	REPAIR SALES ACTUAL	SALES \$ VARIANCE GOAL	SALES % VARIANCE GOAL			
MONTH							
YEAR							

Categories	Jewelers Scoring	Supervisor Scoring	Comments
Communication			
Teamwork/Attitude			
Time Management			
Performance/Quality			
Cooperation			
Personal Accountability			
Turn Around Time			

7 Performance Factors

1. Skill/Knowledge 2. Capacity 3. Resources 4. Feedback 5. Internal Motivation 6. Consequences 7. Clear Expectations

ACTION PLAN - HOW MUCH AND BY WHEN

**WHAT** - What are the two areas that will improve over the next 30 days?

1. \_\_\_\_\_ 2. \_\_\_\_\_

**HOW** - What specific actions and/or development are required?

1. \_\_\_\_\_

2. \_\_\_\_\_

**WHEN** - When will the individual complete the “How” assignment?

1. \_\_\_\_\_ 2. \_\_\_\_\_

**HOW MUCH** - What improvement (outcome) is expected over the next 30 days?

**Other Comments:**

This Month's Goals			
Repair Sales	Supervisor Initial/Date	Manager Initial/Date	Follow-up Date