

SANBORN'S

THE JEWELER  YOUR FRIENDS RECOMMEND

Store Manager Monthly Coaching and Review

Manager: _____

Month:	SALES	% VAR LY	AVG SALE	APPS TAKEN	CREDIT %	T.O. %	UPT	CONTACTS
Month to Date								
Year to Date								

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Staffing/Recruiting			
Training/Role Playing			
Performance Management			
Store Cleanliness			
Achievement Goal			
Event Preparation			
1 on 1 Meetings			
Store Visuals			
Diamond Testing			
Thank you Notes			
Clientelling			
KPI Goals			

ACTION PLAN

THIS MONTHS GOALS	
Sales	
Trans	
Apps	
POM	
UPT	
Avg Sale	
Conversion	
Supervisor Initial/Date	
Manager Initial/Date	
Follow up Date:	