



Inventory Monthly Coaching and Review

MONTH	MEMO/CABINET TO FLOOR	SPO DEPOSIT %	SPO ON-TIME %
JEWELER			
SHOP			
DIFFERENCE +/-			

CATEGORIES	MANAGER SCORING	SUPERVISOR SCORING	COMMENTS
Hustle			
Teamwork			
Communication			
Urgency			
Vendor Relations			
Attention to Detail			
Resourcefulness			
Follow Through			

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					
Memo/Cabinet to Floor	SPO Deposit %	SPO On-Time %	Supervisor Initial/Date	Associate Initial/Date	Follow up Date