



**Jeweler  
Monthly Coaching and Review**

Date:	LABOR \$ GENERATED	% DUE DATES MET	PROD/HR	% VAR GOAL			
<b>Month to Date</b>							
<b>Year to Date</b>							

CATEGORIES	JEWELER SCORING	SUPERVISOR SCORING	COMMENTS
Prepare			
Review & Inspect Jobs			
Perform Assigned Work			
Final Inspection/QC Transfer			
Work Quality			
Communication			
Speed			
Teamwork			
Attitude/Willingness			
Personal Development			

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 (2) high leverage categories 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						
Labor % Generated	% Due Dates Met	Prod/hr	Production Rate	Manager's Initials	Jeweler's Initials	Follow Up Date