

TEAM APPRAISAL – APPRENTICE/ TRAINEE

At 10 weeks the apprentice/trainee should complete a self-appraisal, as should the salon manager, then together it should be discussed. Read each description and rate yourself from 1 to 10, with 1 being least effective and 10 being most effective.

Name of Team Member: _____ **Date:** _____

Description	1	2	3	4	5	6	7	8	9	10
Overall Personal Image										
Telephone Skills (If applicable)										
Reception Skills (If applicable)										
General Client Communication										
Warm & Friendly Manner										
Positive Attitude										
Displays Enthusiasm										
Good Team Spirit										
Shows Initiative										
High Standard of Salon Cleanliness										
Good Productivity										
Organisational Skills										
Willing to Learn										
Good Listening Skills										
Good Understanding Skills										
Punctuality										

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<i>Description</i>	1	2	3	4	5	6	7	8	9	10
List other skills										

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