

# School Evaluation

School Name: \_\_\_\_\_ School #: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Instructors: \_\_\_\_\_

School Evaluation Done By: \_\_\_\_\_

## Staff Commitment

- Manager Commits to Due Dates Below \_\_\_\_\_initial
- Forward Copy with Due Dates to
  - Copied to Sr. Master Moody, Sr. Master Lee
  - Copied to Chief Of Staff

Comments: \_\_\_\_\_

**Description of ratings: A = Great! No Changes Needed, B = OK Make Changes by Due Date, C = Poor - Immediate Changes Needed, Report Back Immediately**

Rating	Description	Comments	Due Date
<b>FACILITY</b>			
A B C	Clean (per Checklist)		___/___/___
A B C	Workout Floor Equipment Pads Front Area		___/___/___
A B C	Pro Shop		___/___/___
A B C	Card Rack Looks good Cards correct		___/___/___

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Rating	Description	Comments	Due Date
<b>FACILITY - Continued</b>			
A B C	Repairs / Maintenance Ceiling Tiles Lights Walls (paint, scuffs)		___/___/___
A B C	Card Rack Looks good Cards correct		___/___/___
A B C	Bulletin Boards Poster Condition Correct Posters		___/___/___
A B C	Front Counter All passes and ppwrk Daily Plan Merch. Order Form Phone Script		___/___/___
A B C	Computer Calendar correct Photos posted		___/___/___
A B C	Other (attach pages)		___/___/___

<b>ATTITUDE / IMAGE</b>			
A B C	Greeting at the door		___/___/___
A B C	Staff Interactions		___/___/___
A B C	Dress Code / Hygiene		___/___/___

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Rating	Description	Comments	Due Date
ATTITUDE / IMAGE - Continued			
A B C	Staff Interactions		___/___/___
A B C	Other (attach pages)		___/___/___

PHONE			
A B C	Answer in 2 <sup>nd</sup> Ring		___/___/___
A B C	Correct Script		___/___/___
A B C	Script Accessible in Front		___/___/___
A B C	Attitude, Smiling?		___/___/___
A B C	Objections Price TKD / Karate / MA Schedule		___/___/___
A B C	Other (attach pages)		___/___/___

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INSTRUCTION			
A B C	Attach Grade Sheet(s)		—/—/—
A B C	Planners Correct Planner Used Correct Week Marked		—/—/—
A B C	Cards Stripes Cards in front Processed at end of day Green Papers Used		—/—/—
A B C	Star Box / Awards / Front		—/—/—
A B C	Other (attach pages)		—/—/—

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