



# Performance Review Template

*for Salon & Spa Employees*



# Hairstylist Performance Review

for the period starting (mm/yy) \_\_\_\_\_  
and ending (mm/yy) \_\_\_\_\_

Employee \_\_\_\_\_  
Review Date \_\_\_\_\_  
Manager \_\_\_\_\_

## A. Performance Rating

Scale: 1 - unacceptable, 2 - poor, 3 - satisfactory, 4 - good, 5 - exceptional

	Rating
<b>Professionalism</b> <i>(Demonstrates behaviors as outlined in employee handbook, including attendance, punctuality, dress code, phone use, etc.)</i>	
<b>Values</b> <i>(Embodies the salon's values and represents the business positively.)</i>	
<b>Safety</b> <i>(Takes action to ensure safety of self, clients, and colleagues, including the sterilization, storage, use, and disposal of equipment/products.)</i>	
<b>Teamwork</b> <i>(Participates in team meetings, encourages and inspires coworkers, helps others to grow, assists with housekeeping duties when time allows.)</i>	
<b>Customer Service</b> <i>(Creates a quality experience and atmosphere for clients by listening to their needs/desires and ensuring the salon is clean and organized.)</i>	
<b>Quality of Work</b> <i>(Delivers quality services consistently. Follows through on clients' needs/desires as per the service consultation.)</i>	
<b>Retention and Referrals</b> <i>(Achieves the client retention target consistently and receives clients referrals and reviews.)</i>	
<b>Retailing</b> <i>(Educates clients consistently about the benefits of relevant retail products and regularly closes the sales.)</i>	
<b>Leadership</b> <i>(Takes initiative to suggest ideas and lead projects to improve the salon experience, to further develop skills, and to grow the salon.)</i>	
<b>Overall Performance Rating</b>	

<b>Employee Notes</b> <i>(Provide a brief explanation for the ratings you provided above.)</i>
<b>Manager Response</b>

**B. Areas for Improvement**

<b>Employee</b>
<b>Manager</b>

**C. Resources - How can salon management assist you?**

<b>Employee</b>
<b>Manager</b>

**D. Action Plan**

Task	Description	Review Date

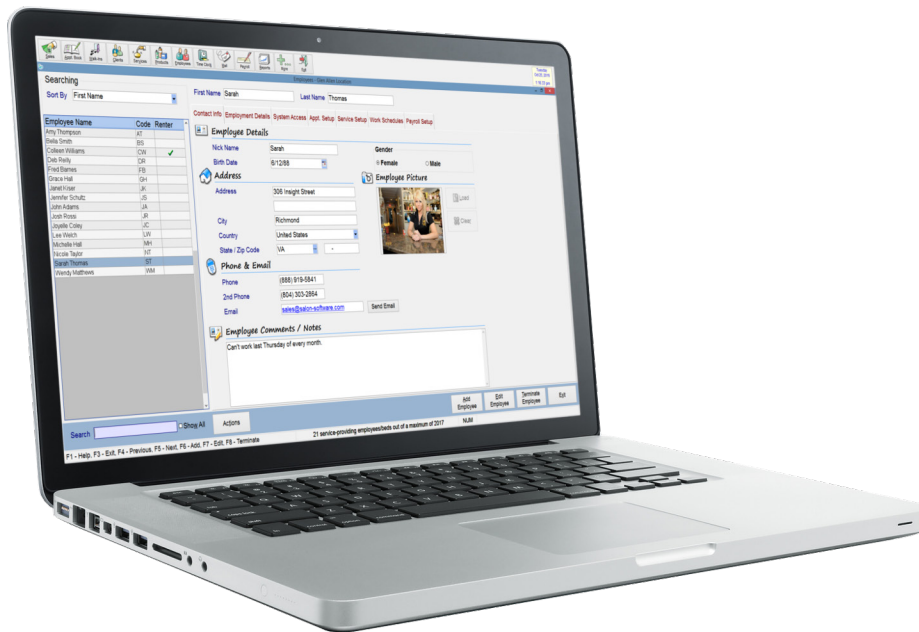
**E. Final Comments**

<b>Employee</b>
<b>Manager</b>

Employee Signature \_\_\_\_\_

Manager Signature \_\_\_\_\_

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# Insight

Salon & Spa Software

[www.salon-software.com](http://www.salon-software.com)  
[sales@salon-software.com](mailto:sales@salon-software.com)  
**1-888-919-5841**