



MANAGER OBSERVATION FORM

Remember that no position change will be communicated to the employee until all necessary approvals have been completed. Even upon approval, nothing on their documentation is intended to create a contract of employment for any specific term and all employment is At Will.

SECTION 1: TEAM MEMBER INFORMATION

Employee Name _____ Date of Hire _____

Store _____ Current Job Title _____

Manager Submitting Request _____ Today's Date _____

SECTION 2: OBSERVATION INFORMATION

OBSERVATION	OPERATIONS MANAGER RESPONSE
Employee has demonstrated proper Understanding of current position and demonstrated mastering of the current role.	
Has the Employee demonstrated the Principals of CANI? Give examples. (Consistent and Never-ending Improvement)	
Has Employee been given the new job Position Descriptions? Has the employee been demonstrating these qualities?	
Title of New Position	
Time in current position? Reason for Manager's recommendation?	

SECTION 3: APPROVAL

All Observation forms need to be completed by the Operations Manager. This form must be completed any time a Team Member is changing position, or being promoted from one job code to another. If the Team Member does not have an review for the calendar year, or 90 day review completed, this Observation form will be placed on hold.

Operations Manager Signature: _____ Date _____

(All Observation forms require an Operations Manager Approval)