

**COMMUNICATION SLIP:** Can be used by the District Manager, or any member of the Management Team with approval of the Manager.

This slip has been designed to promote teamwork. It is important to the employee evaluation process as well. When using this slip, define the problem clearly. Once the problem has been defined, concentrate on the solution as quickly as possible.

Set clear goals to arrive at the solution. Then, set a date to review how well the solution is working. If there is an improvement, consider a verbal congratulation, or a "Star." If there is no improvement, consider using an "Unsatisfactory Job Performance Documentation" form. Once the process has been completed, turn the slip in to the Home Office to be filed in the employee's folder. Use and attach additional pages if necessary.

Store Location: \_\_\_\_\_ Date: \_\_\_\_\_

Presenter's Name: \_\_\_\_\_

Recipient's Name: \_\_\_\_\_

PROBLEM: \_\_\_\_\_

SOLUTION: \_\_\_\_\_

Presenter's Signature: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_

Review Date: \_\_\_\_\_

Problem Satisfactorily Solved: YES \_\_\_\_\_ NO \_\_\_\_\_

Decision: Verbal Congratulation \_\_\_\_\_ Star \_\_\_\_\_

Unsatisfactory Job Performance Documentation \_\_\_\_\_