

Trainee: _____
Rate the trainee's performance of each behavior using the scale below, and transfer the results to the trainee's certification section in the myLearning app.
5 - Excellent ; 4 - Above Average; 3 - Average; 2 - Needs Improvement; 1 - Poor

Staging the Shipment

Behavior	Rating
1. prepares work area with all materials, (A-to-Z dividers, plastic hanging pouches, etc.) and uses three (3) rolling racks to keep merchandise organized	
2. tests the scanner	
3. organizes packages for processing in the proper order (1. transfer receives, 2. warehouse shipments, 3. vendor shipments)	

Processing Transfer Receives

Behavior	Rating
4. logs in and navigates the myOrders app to begin receiving items	
5. scans barcode on the packing slip before scanning item, then touches <i>Done</i> after scanning the item	
6. closes out the package successfully in the system	
7. places packing slip into plastic pouch and places pouch on hanger	

Processing Warehouse Shipments

Behavior	Rating
8. scans package barcode before scanning items	
9. separates special order from replenishment / places non-hanging special order items in bag on hanger / transfers item's VCN sticker to new hanger	
10. touches <i>Done</i> after scanning each item	
11. takes appropriate actions to manage exceptions (if any)	
12. successfully closes out the package in the system when done	

Processing Vendor Shipments

Behavior	Rating
13. types in PO number before scanning items	
14. scans all items / touches <i>Done</i> after scanning each item	
15. successfully closes out the package in the system	

Verifying Receipt

Behavior	Rating
16. successfully verifies receipt of received packages	
17. properly handles missing items (if any)	

Trainee Signature: _____

Manager Signature: _____