

STAFF TRAINING CHECK LIST

Employee: _____

Trainer: _____

ADMINISTRATIVE

___ Time Worked Accountability

___ Tax Forms

___ Time Off & Sick Days Policy

___ Bonuses and Raises

___ Overtime

___ Dress Code

___ Taking Breaks

___ *other* _____

___ *other* _____

___ *other* _____

___ Cell Phone Use

___ Switching Shifts

___ Internet Use

___ Benefits Sheet

___ Parking

___ Signing for Delivery

___ *other* _____

___ *other* _____

___ *other* _____

POS SYSTEM (Cash Register)

Trainer _____

___ ID Password

___ Selling an Item

___ Barcode and Product Code

___ Gift Cards - Selling & Redeeming

___ Discounting

___ On Account Payment

___ Workshop/Event Registration

___ Enter Instructions

___ *other* _____

___ *other* _____

___ *other* _____

___ Enter Comment

___ Quote

___ Reprint

___ Gift Receipt

___ Changing Paper

___ Return

___ Void

___ Cash Out

___ *other* _____

___ *other* _____

___ *other* _____

POS SYSTEM (Cash Register)

- | | |
|--|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Merchandising Rules |
| <input type="checkbox"/> Gallery | <input type="checkbox"/> Artisan Nook |
| <input type="checkbox"/> Art Contests | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Brochures/Bulletin Boards | <input type="checkbox"/> Handouts & Promo |
| <input type="checkbox"/> Product Knowledge | <input type="checkbox"/> Theft prevention |
| <input type="checkbox"/> Order Forms | <input type="checkbox"/> Customer Hold Forms |
| <input type="checkbox"/> Gift Boxes or Wrapping | <input type="checkbox"/> Gift Cards |
| <input type="checkbox"/> Store Samples, Examples and Binders | <input type="checkbox"/> Stock Counts |
| <input type="checkbox"/> Tip Sheets, Flyers and Color Charts | <input type="checkbox"/> Price Changes |
| <input type="checkbox"/> Store Sign Policy | <input type="checkbox"/> Front Counter |
| <input type="checkbox"/> Price Charts | <input type="checkbox"/> Sales Items |
| <input type="checkbox"/> Hold Shelves | <input type="checkbox"/> Receiving Area |
| <input type="checkbox"/> Demo Goods | <input type="checkbox"/> Back Door |
| <input type="checkbox"/> Selling Canvas | <input type="checkbox"/> Customer Inquiry Follow Up |
| <input type="checkbox"/> Asking for Email Addresses | <input type="checkbox"/> Phone Etiquette, Messages/Hold/Page |
| <input type="checkbox"/> <i>other</i> _____ | <input type="checkbox"/> <i>other</i> _____ |
| <input type="checkbox"/> <i>other</i> _____ | <input type="checkbox"/> <i>other</i> _____ |
| <input type="checkbox"/> <i>other</i> _____ | <input type="checkbox"/> <i>other</i> _____ |
| <input type="checkbox"/> <i>other</i> _____ | <input type="checkbox"/> <i>other</i> _____ |
| <input type="checkbox"/> <i>other</i> _____ | <input type="checkbox"/> <i>other</i> _____ |

EMPLOYEE SIGNATURE: _____ **DATE:** _____

MANAGER/SUPERVISOR SIGNATURE: _____ **DATE:** _____