**Teller Weekly Evaluation & Assessment**

Teller Name: ( ) Dates: ( )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GRADE | Beginner1 | Developing2 | Accomplished3 | Advanced4 |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Follows all Bank procedures and rules |  |  |  |  |  |
| Is always where he/she is supposed to be at all times |  |  |  |  |  |
| Cleans up after themselves and is organized |  |  |  |  |  |
| Conducts themselves in a professional manner |  |  |  |  |  |
| Opens at least one account per week (Per Teller) |  |  |  |  |  |