

Francesco
GROUP

beautiful hair

www.francescogroup.co.uk

RECEPTIONIST EVIDENCE SHEET

CANDIDATE NAME: _____

ASSESSOR NAME: _____

DATE: _____

Ask your assessor to go through the reception unit with you to ensure you know of the performance criteria and range you need to cover.

Outcome 1:

How have you maintained the reception area?

Outcome 2:

How have you attended to clients and enquiries?

Outcome 3:

How have you made appointments for salon services?

Outcome 4:

How have you handled payments from clients?