

# First Nail Salon Job Checklist

Salon name and address: \_\_\_\_\_

## QUESTIONS TO ASK

What is the salon's target market?

Male       Female       Both

Age range \_\_\_\_\_

Other characteristics \_\_\_\_\_

How do you mentor new techs? \_\_\_\_\_

How much do you budget each year for education?

\$0       \$1-\$100       \$101-\$300       \$301-\$500       More than \$500

What is the salon's yearly marketing budget?

\$0       \$1-\$100       \$101-\$200       \$201-\$300       More than \$300

What have you done in the past three years relating to a referral program or other word-of-mouth programs?

\_\_\_\_\_

When was the last time the salon raised its prices?

- within the past 6 months
- within the past year
- within the past 2 years
- no price increase in the past 2 years

How can I earn a raise?

\_\_\_\_\_

What is the product and tool ordering system?

\_\_\_\_\_

What product brands does your salon use and why?

\_\_\_\_\_

**What tradeshows do you or your staff go to?**

- ISSE Long Beach/Midwest
- America’s Beauty Show
- Premiere Orlando/Birmingham/Ohio
- IBS Las Vegas/New York
- Other (Which one? \_\_\_\_\_)

**For the tradeshows, who pays the admission price for staff attendance?**

**When was the most recent staff meeting?**

- within the past week
- within the past two weeks
- within the past month
- within the past 6 months
- within the past year
- no staff meetings within the past year

**Where do nail techs usually go when they leave your salon? \_\_\_\_\_**

**Can I meet and talk with one of the other team members?**

- Yes       No

**Date of meeting: \_\_\_\_\_**

**THINGS TO OBSERVE**

- Tools being disinfected and disposed of per state board regulations
- Overall cleanliness
- Appropriate licenses displayed
- Atmosphere (spa-like, boisterous, etc.)
- Odor level (is there ventilation?)
- Tech interactions with clients
- Receptionist interaction with clients and with techs
- Client waiting time
- Retail area set-up
- Polish selection
- Dress code
- Salon menu variety and pricing

**NOTES ON WHAT I OBSERVED OR OTHER NOTES FROM THE INTERVIEW**

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