

Sales Employee Review

<u>Employee Name:</u>	<u>Department:</u>
<u>Reviewer Name:</u>	<u>Position in Company:</u>

This document provides the necessary information we require to achieve a highly effective workplace. Please ensure you answer the following questions with honesty and integrity. Your responses will be documented along with those provided by your team.

Below we would like you to circle the accurate description for your customer service representative, please ensure you complete each line. Please be aware that the "N/A" section is for those individuals where this does not apply, should this be the case please circle "N/A".

Using the scale of 1-5 in this section 1 being "less likely" and 5 being "highly likely". Please circle the number in the end box or circle the "N/A" box.

1	Understands product details	1	2	3	4	5	N/A
2	A focused and eager listener who is able to offer empathy	1	2	3	4	5	N/A
3	Pushes technique over ability	1	2	3	4	5	N/A
4	Is easily managed	1	2	3	4	5	N/A
5	Very engaged and helps deliver new information	1	2	3	4	5	N/A
6	Is a goal driven individual	1	2	3	4	5	N/A
7	Exceeds goals and targets on a continual basis	1	2	3	4	5	N/A
8	Utilizes training concepts	1	2	3	4	5	N/A
9	Good at providing direct feedback in a real sales situation	1	2	3	4	5	N/A
10	Is a fresh and confident salesperson	1	2	3	4	5	N/A
11	Has a consistent and standard way of performing tasks	1	2	3	4	5	N/A
12	Take responsibility for their actions	1	2	3	4	5	N/A
13	Able to track activity and results effectively	1	2	3	4	5	N/A
14	Is able to close sales but work the pipeline for a successful margin	1	2	3	4	5	N/A
15	Is a productive salesperson who is consistently driving sales						

16	Is able to target the right call using the correct information						
17	Is a great producer of research regarding their prospects' needs						
18	Has a good concept of the product/service/industry						
19	Is motivated and inspired						
20	Is consistent with sales numbers sales/units/margins						
21	Is an individual who can remove barriers from sales efforts						

Please list any areas where you feel this salesperson is doing particularly well.

Please list any areas where you feel this salesperson could improve.

Motivation: Please list the three most motivating aspects of this salesperson.

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Goals: What three goals should your salesperson focus on moving forward?

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Reviewer Feedback:

Reviewer's Signature:

Supervisor's Signature:

Date:
