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**Sales Appraisal Form PDF**

#### 

**Employee Information**

* + Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Appraisal Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Criteria**

* + Sales Volume Achieved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Exceeds Expectations
    - Meets Expectations
    - Below Expectations
  + Customer Satisfaction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Excellent
    - Good
    - Needs Improvement
  + New Client Acquisition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Surpassed Goal
    - Met Goal
    - Did Not Meet Goal
  + Product Knowledge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Advanced
    - Intermediate
    - Beginner

**Manager's Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee's Self-Assessment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goals for Next Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures:**

* + Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_
  + Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_