

Bi-Annual Review: Sales Self Appraisal

Part (i) - Profile			
Name:			
Role:		Start date:	
Department:		Role start date:	
Date of next review:			

Select 'Yes' or 'No' for each of the statements below:

Do you have an up-to-date job description?	Yes	No
Are you aware of the goals you set for the previous 6 months?	Yes	No
Do you understand all the requirements of your job?	Yes	No
Do you have regular opportunities to discuss your work, and action plans?	Yes	No
Have you had a formal review in the last 12 months?	Yes	No
If you answered yes to the above, have you carried out the improvements agreed with your manager which were made at the last appropriate meeting?	Yes	No

Part (ii)- Performance Review
Overall how have you performed in the last 6 months? How have you performed against your KPI's? How have you performed against the goals you set? What are your areas of strength and weakness?

Key Performance Indicators (KPIs)	
KPI	Comments
CMPE	
CR30	
CR60	
CR90	
Sales Mistakes	
180 day customers	

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Performance against half year goals
Have you achieved the goals you previously set? How have you performed against these? If you didn't achieve these goals, why do you think that is?

Part (iii) - Feedback for Manager	
What support have you had from your manager that has worked well?	What else do you need from your manager / others?

Part (iv) - Goals for next 6 months
What goals would you like to achieve in the next 6 months? What do you need to do to achieve them?

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Part (v) – Additional Comments

Please include any other comments below:

Employee Signature:

Date:

*all data within this document will be treated as confidential