

Sales Performance Review

Part (i) - Profile			
Name:			
Role:		Start date:	
Today's Date:		Role start date:	

Part (ii)- Performance Review	
<p>In this section, both the manager and employee should review the employee's performance over the past 6 months. If a review was conducted previously then that and the self-appraisal form should be used as a basis of this discussion. Please review against the goals set in the previous meeting and the areas of improvement identified.</p> <p>If no prior review has been completed, then the manager should determine the KPIs and/or objectives to be reviewed.</p>	
KPI	Comments
CMPE	
CR30	
CR60	
CR90	
Aftersales Cases	
180 day customers	

Sales Performance Review

Performance against Half Year Goals	
Goal	Comments

Part (iii) – Half Year Plan

Please document objectives and/or initiatives for the next 6 months, recognising that business direction may change, as could the goals. You may wish to use the KPIs and/or Development Areas under Part (ii) of the form.

Goal	Manager/Employee Comments	Support / Training Needed

Part (iv) Additional Comments

Manager Signature:

Date:

Employee Signature:

Date:

*all data within this document will be treated as confidential