

Sales Team Self-Review Document

Basic Information

Name

Role / Position

Review Period

Achievements

List your top accomplishments during the review period

Sales Metrics

Metric	Target	Actual	Comments
Total Sales Volume			
New Clients Acquired			
Retention Rate (%)			
Other			

Skills & Strengths

Describe your main strengths in the role

Areas for Improvement

Identify areas where you feel you can improve

Goals for Next Period

Set your goals for the upcoming review period

Additional Feedback or Comments