

Sales Team Performance Appraisal

Employee Information

Name

Position

Department

Review Period

Manager

Performance Criteria

Criteria	Rating (1-5)	Comments
Sales Target Achievement	<input type="text"/>	<input type="text"/>
Client Relationship Management	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Team Collaboration	<input type="text"/>	<input type="text"/>
Product Knowledge	<input type="text"/>	<input type="text"/>

Strengths

Areas for Improvement

Goals for Next Period

Overall Comments

Manager's Signature

Name

Date

Employee's Signature

Name

Date