

# Probationary Sales Staff Evaluation Form

## Employee Information

Name

Position

Department

Evaluator

Date of Evaluation

## Performance Criteria

Criteria	Rating	Comments
Sales Target Achievement	<input type="text"/>	<input type="text"/>
Product Knowledge	<input type="text"/>	<input type="text"/>
Customer Service	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>
Reliability & Attendance	<input type="text"/>	<input type="text"/>

## Additional Comments

## Recommendation

Evaluator's Signature

Date