

# Sales Team Quarterly Appraisal

## Employee Information

Employee Name

Employee ID

Designation

Department

Appraisal Period

Manager Name

## Key Performance Indicators (KPIs)

KPI	Target	Achieved	Comments
Sales Revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
New Clients Acquired	<input type="text"/>	<input type="text"/>	<input type="text"/>
Retention Rate (%)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Upsell/Cross-sell	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Core Competencies

Competency	Rating (1-5)	Comments
Communication	<input type="text"/>	<input type="text"/>

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Teamwork & Collaboration

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Customer Focus

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Problem Solving

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## Achievements

List Significant Achievements This Quarter

## Areas for Improvement

List Areas Where Improvement is Needed

## Goals for Next Quarter

Set Goals and Objectives

## Manager's Comments

Additional Feedback

## Signatures

Employee Signature

Date

Manager Signature

Date