

H1-2021

**Performance Evaluation: SALES**

Employee Name	<b>Vineet Pathak</b>	Country	<b>UGANDA</b>	Designation	<b>SALES</b>
Manager Name	<b>Sachin Parab</b>	Country	<b>DUBAI</b>	Designation	<b>HEAD OF TRADING</b>

(This form is designed to assist managers and employees in the evaluation process.  
A rating out of 5, with 5 being the highest and 1 being the lowest)

General evaluation	Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment
Do you delegate work appropriately to others and explain tasks to them clearly?	3	ok	4	nice
How well do you relate with your colleagues and interact with them?	4	good	4	good
How well do you relate to your manager and interact with them?	3	nice	3	nice
How adaptable and flexible are you in your job?	5	oustanding	2	ok
Are you good at problem-solving and making the right decisions?	3	good	4	fine
Are you a team player and good at supporting your colleagues?	4	nice	5	nice
Do you meet your deadlines and commitments within time?	4	ok	2	nice
Do you maintain a professional appearance and are well-dressed and properly groomed?	3	beautiful	4	excellent
Do you plan your work in advance and are well-organized?	5	good	3	ok
Do you communicate clearly and in time (responding to all phone calls and emails)?	3	nice`	4	good
Training & skills development	Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment
What skills (hard skills or soft skills) have you developed/ improved in the last 6 months?	4	very good	3	nice
What are the areas of training and	5	excellent	4	fine

development that you think you need to focus on in the next 6 months?				
Identify at least one training program that will benefit you in the next 6 months that will benefit you directly in your role?	3	nice	1	ok
<b>Pm technical evaluation</b>	<b>Self Rating</b>		<b>Manager Rating</b>	
<b>Question</b>	<b>1-5*</b>	<b>Comment</b>	<b>1-5*</b>	<b>Comment</b>
Rate your product/ product group's sales performance in H1 (Based on your Revenue Target)	5	ok	3	ok
Rate your product/ product group's sales performance in H1 (Based on your GP Target)	3	nice	4	good
Rate your personal sales performance in H1 (Based on your Revenue Target)	4	good	3	nice
Rate your personal sales performance in the first half of the year? (Based on your GP Target)	5	ok	5	excellent
Rate your performance in ensuring a good working relationship with vendors	2	ok	3	ok
Rate yourself in r/ship building & ensuring that RDDT & the clients continue having a strong r/ship?	1	fine	4	good
Rate your performance in managing aging of goods and in demand forecasting	2	good	2	good
Rate your performance in managing marketing activities and funds specific for your product	3	ok	4	fine
Rate your performance in ensuring that the staff you manage are motivated and engaged	5	find	2	wow

<b>Overall Rating</b>	<b>Self-Rating</b>		<b>Manager Rating</b>	
<b>Question</b>	<b>1-5*</b>	<b>Comment</b>	<b>1-5*</b>	<b>Comment</b>
What has your overall performance been over the last 6 months (i.e. July to Dec 2021)?	2	ok	3	good

Objectives – July to December 2021	
Question	
Objective 1:	Objective 1: ok
Objective 2:	Objective 2: good
Objective 3:	Objective 3: nice

*It is the responsibility of both the employee and the manager to schedule a face-to-face meeting to discuss this performance evaluation and sign off after that.*

**Employee Name:** Vineet Pathak

**Sign:** \_\_\_\_\_

**Manager Name:** Sachin Parab

**Sign:** \_\_\_\_\_

**Date and Time of Meeting between Employee and Manager:** \_\_\_\_\_