

H1-2021

Performance Evaluation: SALES

Employee Name	Vineet Pathak	Country	UGANDA	Designation	SALES
Manager Name	Sachin Parab	Country	DUBAI	Designation	HEAD OF TRADING

(This form is designed to assist managers and employees in the evaluation process.

1* - Does Not Meet Expectations, 2*- Below Expectations, 3*- Meets Expectations, 4*- Occasionally Above Expectations, 5*- Consistently Above Expectation)

General		Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment	
How is your general attendance at work and your punctuality?	3	good	4	ok	
Do you delegate work appropriately to others and explain tasks to them clearly?	5	nice	3	ok	
How well do you relate with your colleagues and interact with them?	3	ok	5	good	
Sales		Self Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment	
How much GP you have achieved in last 6 months?	2	only 10% of total achievement	1	very bad	
How do you collaborate with your manager?	4	very good	3	nice	

Overall Rating		Self-Rating		Manager Rating	
Question	1-5*	Comment	1-5*	Comment	
What has your overall performance been over the last 6 months (i.e. January to June 2021)?	3	ok	4	good	
Please justify your rating in detail.	good		ok		

Objectives – July to December 2021	
Question	
Please add objective 1	Objective 1: very good
Please add objective 2	Objective 2: n/a
Please add objective 3	Objective 3: nice
Please add objective 4	Objective 4: fine

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: _____