



<b>Rating Factors</b>	<b>Excels Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improving</b>
Here list factors done by Sales Manager	Team sets standards to achieve		
Budget Revenue:	105%++++	100%	Below 95%
Attitude:	Positive, always forward thinking	Good Relationship with Team	Has to be Chased
<b>Signed:</b>			
Both parties appraise together, and decide on standard that has been achieved and what needs training or actions.	You can trade off – “I think you have done better...” or “Perhaps that is a bit higher given the facts” – up or down to suit the agreed level of performance.	Sign off the document and then you have an agreed review/appraisal and training document that is task focussed not personality focussed.	Keep on file for salary review and possible employment disputes later. Use at first 3 monthly appraisals then each year. Team updates standards each year, excels becomes meets and new excels to lift standards ...