



Self-Assessment Employee Evaluation Form

Sales / 10 Mar 2023 / Earl Briscoe / TR-202162213
/ Nikola Jordan

Complete

Score	0%	Flagged items	0	Actions	1
Date and Time of Review	10.03.2023 15:30 PST				
Department	Sales				
Employee (Full Name)	Earl Briscoe				
Employee Number	TR-202162213				
Job Title	Customer Acquisition Representative				
Supervisor (Full Name)	Nikola Jordan				

Actions

1 action

Audit / Self-Assessment

What didn't you accomplish that you had planned on accomplishing? Why?

Unfortunately, I did not accomplish my goal of completing a sales training course that I had enrolled in. This was due to competing priorities and workload demands. That course was something I know can help improve my skills and boost my confidence in upselling our company's products.

The sales training course is also paid for and would need approval from the Sales Dep Head for this year's budget.

To Do | Assignee SafetyCulture Staff | Priority Low | Due 17.03.2023 12:49 PST | Created by SafetyCulture Staff

Coordinate with the Sales Dep Head and my supervisor to arrange the budget and completion of the course.

Audit

1 action

Self-Assessment

1 action

What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained.)

During this assessment period, my most significant accomplishments were exceeding my sales targets, closing several high-profile deals, and improving my communication skills through ongoing training and coaching.

How do these accomplishments relate to your key responsibilities and goals for you and your unit/department?

These accomplishments relate directly to my key responsibilities and goals, which include acquiring new customers and generating revenue for the sales department. By exceeding my sales targets and closing high-profile deals, I have contributed to the overall success of the department and helped to achieve our revenue goals.

What didn't you accomplish that you had planned on accomplishing? Why?

Unfortunately, I did not accomplish my goal of completing a sales training course that I had enrolled in. This was due to competing priorities and workload demands. That course was something I know can help improve my skills and boost my confidence in upselling our company's products.

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Coordinate with the Sales Dep Head and my supervisor to arrange the budget and completion of the course.

What are your goals for the next evaluation period?

My goals for the next evaluation period are to continue to exceed my sales targets, complete the sales training course that I was unable to finish, and do my best to have other CARs under my team.

How will you accomplish these goals?

I will accomplish these goals by continuing to prioritize my sales efforts, seeking out opportunities for training and development, and actively seeking feedback from my colleagues and supervisor.

What do you need to accomplish these goals?

To accomplish these goals, I will need support from my supervisor in terms of ongoing coaching and access to training resources. I may also need additional support from my colleagues in terms of sharing best practices and collaborating on sales opportunities.

How can your supervisor help you to work more effectively

and support your goals?

My supervisor can help me to work more effectively by providing ongoing coaching and feedback, setting clear expectations and goals, and providing access to training resources that can help me to develop new skills and knowledge.

How can your team help you achieve your goals?

My team can help me achieve my goals by collaborating on sales opportunities, sharing best practices and feedback, and offering support and encouragement as I work towards my objectives.

What additional training or development would help you improve and/or enhance your work performance?

Additional training in areas such as sales negotiation, public speaking, and strategic planning would help me to improve my work performance and better contribute to the success of the sales department.

Completion

What feedback or suggestions do you have to improve your unit and/or department?

One suggestion I have for improving the sales department is to increase collaboration and communication between team members, as this can help to identify new sales opportunities and improve overall performance.

Employee (Full Name and Signature)

Earl Briscoe

Earl Briscoe
10.03.2023 16:15 PST

Supervisor (Full Name and Signature)

Nikola Jordan

Nikola Jordan
10.03.2023 16:15 PST
