**Mid-year KPI appraisal for Sales Department**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Financial target YTD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Welcome to the mid-year appraisal January to June. This form contains 6 (six) sections A-F, kindly fill out the form online accordingly with the appraisee. Accepted remarks only : Met/ Exceeded/Not met

Definitions: YTD (Year to date), NO (Numbers), KPI (key performance indicator)

**Section A: Complete the table below**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Measures** | **Targets** | **January 2020** | **February 2020** | **March**  **2020** | **April**  **2020** | **May**  **2020** | **June**  **2020** | **Total Achievement** | **Remarks** |
| Total New Sales |  |  |  |  |  |  |  |  |  |
| Total Instalments |  |  |  |  |  |  |  |  |  |
| Total no of calls |  |  |  |  |  |  |  |  |  |
| Total no of meetings |  |  |  |  |  |  |  |  |  |
| Total on of inspections |  |  |  |  |  |  |  |  |  |
| Total no of agent raised |  |  |  |  |  |  |  |  |  |
| No of new skills |  |  |  |  |  |  |  |  |  |
| No of queries received |  |  |  |  |  |  |  |  |  |

**Section B:**

Kindly tick the applicable information below by typing **“x”** beside it. You must select both ranking category for each employee. Chose each category by accessing employee’s “can-do ability” for performance ranking and the “will-do ability” for potential.

|  |  |
| --- | --- |
| **Performance Ranking** | **Potential Ranking** |
| High Performer | High Potential |
| Low Performer | Low Potential |

**Section C: Final comment of performance, type a brief note into the box below on the overall assessment**.

|  |
| --- |
|  |

**Section D Recommendation: tick the box that applies using “x”**

|  |  |  |
| --- | --- | --- |
| Promotion to a new grade | Promotion to next level | Training |
|  |  |  |

**Section E: Appraiser’s details. Sign using**

Line Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section F: Human Resource Use only**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Notes: Type inside the box below

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| --- |
|  |