

**PERFORMANCE EVALUATION**

TITLE: Sales Manager

Name:

Reviewed by:

Circle one:

1 = Not Meeting Expectations

2 = Meeting Expectations

3 = Exceeding Expectations

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| ESSENTIAL FUNCTIONS | PERFORMANCE EVALUATION |
| Meets weekly sales call goals | 1 2 3 |
| Meets revenue budget for assigned accounts | 1 2 3 |
| Is positive ambassador for hotel.  Attends networking events. | 1 2 3 |
| Assists in planning and execution of special events | 1 2 3 |
| Stays with expense budget | 1 2 3 |
| Is creative in selling, meeting customer needs, qualifying business, shifting business | 1 2 3 |
| Attendance | 1 2 3 |
| Dependability | 1 2 3 |
| Teamwork/Cooperation | 1 2 3 |
| Initiative | 1 2 3 |
| Follow through | 1 2 3 |
| Positive attitude | 1 2 3 |
| Culture champion | 1 2 3 |
| Effective communicator | 1 2 3 |

Additional Comments:

Manager’s Comments:

ASSOCIATE SIGNATURE DATE

MANAGER SIGNATURE DATE