

Agronomy Sales and Service Specialist Evaluation Form

Employee Name _____ Department _____ Period Covered _____

Evaluated by _____ Date Completed _____ Date Reviewed with Employee _____

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Sales</p> <ul style="list-style-type: none"> Assists in establishing sales goals. Assists in developing and promoting a marketing plan. Increases sales of agronomy products. Makes proper recommendations and applications of products sold. Knows prices of products and services. Maintains current market share. Assists in developing competitive marketing strategies. Comments: 			
<p>Service</p> <ul style="list-style-type: none"> Provides service necessary to meet goals and objectives. Responds to after-hour calls from customers. Maintains proficiency in retail sales and knowledge of appropriate programs. Comments: 			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Reporting</p> <p>Invoices all product deliveries promptly and accurately.</p> <p>Submits daily trip reports.</p> <p>Informs supervisor of outstanding conditions.</p> <p>Comments:</p>			
<p>Inventory</p> <p>Assists in evaluating product lines.</p> <p>Controls product shrinkage.</p> <p>Comments:</p>			
<p>Safety and Maintenance</p> <p>Maintains rolling stock and all agronomy department fixed assets.</p> <p>Maintains fertilizer plant, warehouse, and personal office area.</p> <p>Operates trucks and equipment safely.</p> <p>Communicates safe storage and handling procedures to customers.</p> <p>Upholds company safety policies.</p> <p>Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Job Knowledge</p> <p>Understands the requirements of the job. Comments:</p>			
<p>Quality of Work</p> <p>Work is accurate and neat. Comments:</p>			
<p>Quantity of Work</p> <p>Consistently performs an adequate amount of satisfactory work. Comments:</p>			
<p>Cooperation</p> <p>Works well and effectively with co-workers and supervisors. Supports company policies and goals. Comments:</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Initiative</p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks. Comments:</p>			
<p>Attendance and Dependability</p> <p>Can be relied upon to report to work and stay on the job. Comments:</p>			
<p>Problem Solving</p> <p>Handles on the job problems. Comments:</p>			
<p>Other Duties</p> <p>Performs other duties as assigned by the general manager and enforces and upholds the company credit policy. Comments:</p>			
<p>Total Score =</p>			

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable

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Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
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Overall Merit Rating

- 451 - 500 - Outstanding
- 351 - 450 - Exceeds Standards
- 251 - 350 - Met Standards
- 151 - 250 - Below Standards
- 100 - 150 - Unacceptable

Signature of Manager/Supervisor _____ Date_____

Signature of Employee _____ Date_____

Rating System

5 - Outstanding 4.5 to 4 - Above standards 3.5 to 3 - Met standards 2.5 to 2 - Below standards 1 - Unacceptable