

Bulk Petroleum Salesperson 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 bulk petroleum and related projects. 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: 			

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>Service</p> <ul style="list-style-type: none"> Develops and maintains an efficient routing system. Develops and maintains a keep-fill system for customers. Develops and maintains a degree-day system for customers. Performs routine customer tank maintenance. Resolves customer complaints promptly. Delivers, connects, and maintains petroleum equipment sold to customers. Responds to after-hours calls from customers. Comments: 			
<p>Safety and Maintenance</p> <ul style="list-style-type: none"> Maintains rolling stock and petroleum department fixed assets. Maintains bulk plant, oil warehouse, and personal office area. Operates trucks and equipment safely. Communicates safe storage and handling procedures. Upholds cooperative safety policies. 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>Records inventories of fuels.</p> <p>Informs supervisor of outstanding conditions.</p> <p>Comments:</p>			
<p>Job Knowledge</p> <p>Understands the requirements of the job.</p> <p>Comments:</p>			
<p>Quality of Work</p> <p>Work is accurate and neat.</p> <p>Comments:</p>			
<p>Quantity of Work</p> <p>Consistently performs an adequate amount of satisfactory work.</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>Cooperation</p> <p>Works well and effectively with co-workers and supervisors. Supports company policies and goals. Comments:</p>			
<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>			

Rating System

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

Bulk Petroleum Salesperson Evaluation Form, Page 5

	Weight Total must equal 100%	Rating Use 1 through 5	Score Weight x Rating
<p>Other Duties</p> <p>Upholds cooperative policies. Performs other duties as assigned by management. Enforces and upholds the cooperative's credit policy. Comments:</p>			
<p>Total Score =</p>			
<p>Overall Merit Rating</p> <p>451 - 500 - Outstanding 351 - 450 - Exceeds Standards 251 - 350 - Met Standards 151 - 250 - Below Standards 100 - 150 - Unacceptable</p> <p>Signature of Manager/Supervisor _____ Date _____</p> <p>Signature of Employee _____ Date _____</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