

LP Gas Sales, Service, and Delivery Person 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 LP gas and related 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"> 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 all petroleum equipment sold to customers. 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>Safety and Maintenance</p> <p>Maintains rolling stock and all petroleum department fixed assets.</p> <p>Communicates safety and handling procedures to all customers.</p> <p>Delivers bulk orders safely.</p> <p>Follows regulations.</p> <p>Operates delivery vehicle safely.</p> <p>Maintains the delivery vehicle.</p> <p>Upholds cooperative safety policies.</p> <p>Comments:</p>			
<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>Job Knowledge</p> <p>Understands the requirements of the job.</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>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>			
<p>Initiative</p> <p>Begins assignments without direction and recognizes the best way of accomplishing tasks. 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>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>Upholds cooperative policies. Performs other duties as assigned by management. Enforces and upholds the cooperative's 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