

***Positive Sales Environment***  
**EVALUATION FORM for the STAFF MEMBERS OF THE BUSINESS**

<i>Check This Item</i>	<i>Needs Help</i>	<i>No Help Needed</i>	<i>Recommendation</i>
Personal Appearance (clothes, shoes, accessories )			
Personal Hygiene (hair and facial hair, body odor, breath)			
First Impression (positive walk, eye contact, smile, greeting)			
Communication Skills (volume, pitch, pace, pausing, emphasis)			
Listening Skills (focused, not distracted, semantics, comfort zone, non-verbal signals)			
Enthusiasm, belief in self			
Attitude (thoughts, demeanor, actions)			
Dependability (on time, ready to work, wanting to help customers)			
Loyalty (unified team builder, positive about company)			
Selling Skills (phone)			
Selling Skills (sales presentation, product presentation)			
Marketing tools used			
Product knowledge			
Research in industry			
Use of displays and sales tools			
Belief in products and services			
Follows up, keeps in touch with customers			
Sales profitable, uses approved markups			
Error free paperwork			
Reports and sales orders turned in on time			
Builds loyal and repeat customers			
Gets referrals			
Meets or exceeds each standard of job			
Makes self available to help co-workers			
Gives positive suggestions to management			
Appreciates every customer			
Loves coming to work			



*This business evaluation form was designed by SALES CREATORS, INC. and is provided as a courtesy for your use.*