**SALES PERFORMANCE IMPROVEMENT PLAN**

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| --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** |  | **ROLE / TITLE** |  | **EMPLOYEE ID** |  |
| **SUPERVISOR** |  | **DEPARTMENT** |  | **DATE** |  |

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## **AREAS OF FOCUS**

In what areas should the salesperson focus in addition to normal job functions?

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# GOALS and activities

Provide specific goals and activities designed to achieve the set goals.

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# KPIs

Provide details of desired outcomes and measurements of success where applicable. Provide an evaluation schedule to monitor progress.

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# TIMELINE FOR IMPROVEMENT, CONSEQUENcES, AND EXPECTATIONS

Provide a schedule for progress assessment and a summary of any stipulations placed upon the performance improvement plan.

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# SIGNATURES

Acknowledgement of agreement and receipt of plan.

| **EMPLOYEE NAME** | **EMPLOYEE SIGNATURE** | **DATE** |
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| **PERFORMANCE AREA OF IMPROVEMENT** | **OBJECTIVE / DESIRED OUTCOME** | **KPI** | **EXPECTED START DATE** | **SCHEDULED DATE OF REVIEW** | **RESOURCES** | **PROGRESS** |
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