

# Retail Sales Performance Review

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Review Period: [Insert Review Period]

## Performance Summary

[Provide a brief overview of the employee's performance during the review period, highlighting key achievements and areas for improvement.]

## Sales Metrics

- Total Sales: [Insert Total Sales]
- Target Achievement: [Insert Target Achievement Percentage]
- Customer Satisfaction Score: [Insert Score]

## Strengths

[List specific strengths demonstrated by the employee, such as excellent customer service, product knowledge, etc.]

## Areas for Improvement

[Identify areas where the employee can make improvements to enhance performance.]

## Goals for Next Review Period

1. [Insert Goal 1]
2. [Insert Goal 2]
3. [Insert Goal 3]

## Employee Comments

[Provide space for employee comments or feedback regarding the review.]

**Manager's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_