

Position Criteria and Standards

Company Name	Govig and Associates
Position Title	Account Executive
Hiring Authority	Todd Govig
Start Date	18-Jan-10
Salary	\$45,000
Position Description	The core mission of the role is to grow revenue in the assigned territory by 20%. The revenue production will come from the opening of new accounts and increasing referral business by executing against the company's designed sales process.

Performance Criteria and Standards	Current Performance		Measurement			Comments
			90 days	6 Months	1 Year	
Grow Territory 20%						
Increase New Client Base 8%						
Increase referral business 10%						
Decrease error rates by 5%						
Required Skills	Rating 1	Rating 2	Rating 3	Rating 4	Avg. Score	Comments
Typing 40 WPM						
Advanced MS Office skills 80%						
Two years selling in top 10%						
Negotiated contracts valued at 500K						
Qualifications	Rating 1	Rating 2	Rating 3	Rating 4	Avg. Score	Comments
Sales Ability						
Communication						
Problem Solving						
Risk Taking						
Accountability						
Passion						
Adaptable						
Decision Making						
Autonomy						