



Sales Consultant: Characteristics, Skills & Experiences

Organization:

Date:

Name of Individual:

Position: Sales Consultant

Direct Report:

CHARACTERISTICS (who they are):

1. Integrity
2. Initiative
3. Self Discipline
4. Vision/Goal Oriented
5. Passionate/Driven
6. Focus on Others
7. Emotional Maturity
8. Respectful
9. Dependable
10. Leadership Ability
11. Accountability
12. Trustworthy
13. Optimistic attitude

SKILLS (what they can do):

1. Contact management (Outlook)
2. Organized
3. Communication skills/people skills
4. Flexible
5. Proven track record of successes (can build a book of business)
6. Writing skills (letters, e-mail)
7. Develop relationships
8. Computer proficient
9. Time management
10. Consultant attitude

EXPERIENCES (where they have been):

1. Industry experience (Min. 2 years, preferably 5 years)
2. Sales experience
3. High school education or GED
4. Community involvement
5. Sales Courses/Training
6. Leadership and Business experiences
7. Higher Education
8. Book of Business

PEOPLE * PROCESS * PRODUCTIVITY * PROFIT