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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |
|   | **30 DAY EMPLOYEE EVALUATION** |   |
|   |   |   |   |   |   |   |   |   |
|  |  | **EMPLOYEE INFORMATION** |  |
|   |   | **Employee Name** | Felix Erdmann |   |
|   |   | **Employee ID** | #1000526 |   |
|   |   | **Job Title** | Product Manager |   |
|   |   | **Department** | Research & Development |   |
|   |   | **Manager** | Alwin Martin |   |
|   |   | **Date** | 01/09/2023 |   |
|   |   | **Review Period** | August 2023 |   |
|   |  | **RATINGS** |  |
|   |   |  | **(1)Poor** | **(2)Fair** | **(3)Satisfactory** | **(4)Good** | **(5)Excellent** |  |
|   |   | **Job knowledge** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments | Extreme progress in the last 30 days |   |
|   |   | **Work quality** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments |  |   |
|   |   | **Innovative thinking** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments | Created new product design |   |
|   |   | **Attendance** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments |  |   |
|   |   | **Productivity** | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |   |
|   |   | Comments |  |   |
|   |   | **Communication** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments |  |   |
|   |   | **Dependability** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments |  |   |
|   |   | **Problem solving** | [ ]  | [ ]  | [ ]  | [ ]  | [x]  |   |
|   |   | Comments |  |   |
|   |   | **Responsibility** | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |   |
|   |   | Comments |  |   |
|   |   | **Administration** | [ ]  | [ ]  | [ ]  | [x]  | [ ]  |   |
|   |   | Comments | No more documents pending |   |
|   |  | **EVALUATION** |   |
|   |   |  |  |  |  |  |  |   |
|   |   | Felix is very detail-oriented, and we appreciate how he shares his knowledge about the latest trends in the business. On the rare occasion that he has missed work, he has provided ample notice and made arrangements to ensure his responsibilities are covered. Good progress this month. |   |
|   |   |   |   |   |   |   |   |   |
|   |  | **GOALS** |   |
|   |   |  |  |  |  |  |  |   |
|   |   | \* Design GFX2345 product mechanical parts\* Negotiate new products that can expand portfolio\* Distribute drawing generation responsibility to new colleagues |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   | [© TemplateLab.com](https://templatelab.com/)  |