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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **ANNUAL EMPLOYEE EVALUATION** |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | Employee Name |   | CHELSEA HARMON |   |
|   |   |   |   |   |   |   |   |   |
|   | Department |   | FINANCE |   |
|   |   |   |   |   |   |   |   |   |
|   | Year |   | 2023 |   |
|   |   |   |   |   |   |   |   |   |
|   | Reviewer |   | CHRIS CHAPMAN |   |
|   |   |   |   |   |   |   |   |   |
|   | Date of Review |   | 04/01/2024 |   |
|   |   |   |   |   |   |   |   |   |
|   | **EMPLOYEE RATING** |   | **145 / 175** |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |
|   | Honesty | 5 | **x** | **1** |   | Work Quality | 4 | **x** | **3** |   |
|   | Productivity | 4 | **x** | **3** |   | Technical Skills | 4 | **x** | **2** |   |
|   | Communication Skills | 3 | **x** | **2** |   | Work Consistency | 4 | **x** | **3** |   |
|   | Enthusiasm | 5 | **x** | **2** |   | Cooperation | 4 | **x** | **2** |   |
|   | Attitude | 4 | **x** | **3** |   | Initiative | 5 | **x** | **2** |   |
|   | Working Relations | 4 | **x** | **3** |   | Creativity | 5 | **x** | **1** |   |
|   | Punctuality | 2 | **x** | **2** |   | Attendance | 4 | **x** | **1** |   |
|   | Dependability | 5 | **x** | **3** |   | Management | 5 | **x** | **2** |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **STRENGTHS** |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   | Chelsea is a strong character with professional integrity. She knows her limits, but she is fully prepared to invest all her knowledge and skills to contribute to the team. She is always ready to help other colleagues. She is incredibly well organized and never misses deadlines. |   |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **OPPORTUNITY** |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   | There are plenty of opportunities for Chelsea to acquire new skills. Although she is already a reliable partner in the company, we expect her to attend elite courses on leadership and team management. |   |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   |   |   |   |   |   |   |   |   |   |   |
|   | **GOALS** |   |
|   |  |  |  |  |  |  |  |  |  |   |
|   | 1) Defining the internal reporting system (defining the form and frequency of internal reports).2) Calculation of cost prices of services/products and the accompanying contribution margin.3) Reduction of the share of short-term loans in financing sources. |   |   |
|   |  |  |  |  |  |  |  |  |  |   |
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