|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |
|   | COMPANY NAME |   |   |   |   |   |
|   | **EMPLOYEE** |   |   |   |   |   |
|   | **PERFORMANCE** |   |   |   |   |   |
|   | **EVALUATION** |   |   |   |   |   |
|   |  |  |  |  |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   | **EMPLOYEE INFORMATION:** |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   | **EMPLOYEE NAME** | JOHN DOE | **SUPERVISOR** | BARRY COLEMAN |   |
|   | **DEPARTMENT** | SALES | **REVIEW DATE** | 11/10/2023 |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   | **OVERALL PERFORMANCE** |   | **RATING** |   |
|   |  **84%** |   | ê | Punctuality at work, meetings, and events |   | 95% |   |
|   |   | ê | Developing job knowledge and skills |   | 88% |   |
|   |   | ê | Collaboration with colleagues |   | 77% |   |
|   |   | ê | Visibility within the organization |   | 66% |   |
|   |   |   | ê | Showcase creativity |   | 90% |   |
|   |   |   | ê | Providing ideas and insights |   | 88% |   |
|   |   |   |   |   |   |   |   | 84% | 16% |
|   |   | **IMPROVEMENTS** |   | **RATING** |   |
|   | **63%** |   | ê | Reports quality improvement |   | 45% |   |
|   |   | ê | Taking initiative |   | 75% |   |
|   |   | ê | Improving work quality |   | 65% |   |
|   |   | ê | New skills and trainings |   | 44% |   |
|   |   |   | ê | Dedication to the role and problem solving proactively |   | 87% |   |
|   |   |   | ê |   |   |   |   |
|   |   |   |   |   |   |   |   | 63% | 37% |
|   |   | **CORE VALUES** |   | **RATING** |   |
|   |  **98%** |   | ê | Job role ownership, ability to learn, and win as a team |   | 98% |   |
|   |   | ê | Supporting and advancing organization's vision, mission, and values |   | 100% |   |
|   |   | ê | Internal system work knowledge |   | 99% |   |
|   |   | ê | Work ethic |   | 94% |   |
|   |   |   | ê |   |   |   |   |
|   |   |   | ê |   |   |   |   |
|   |   |   |   |   |   |   |   | 98% | 2% |
|   |   | **GOALS ACHIEVED** |   | **RATING** |   |
|   |  **81%** |   | ê | 2023 Q3 Sales targets achievement |   | 60% |   |
|   |   | ê | Milestones and timelines |   | 89% |   |
|   |   | ê | Positive influence to the company overall sales results |   | 90% |   |
|   |   | ê | New leads generation |   | 85% |   |
|   |   |   | ê |   |   |   |   |
|   |   |   | ê |   |   |   |   |
|   |   |   |   |   |   |   |   | 81% | 19% |
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