

# Employee Performance Evaluation Report

## Employee Information

Name	John Doe	Employee ID	EMP00123
Department	Sales	Position	Sales Executive
Evaluation Period	January 2024 - June 2024		
Evaluator	Jane Smith	Date	2024-06-30

## Performance Criteria

Criteria	Rating	Comments
Quality of Work	Excellent	Consistently produces high-quality work with attention to detail.
Productivity	Good	Meets targets and deadlines efficiently.
Attendance & Punctuality	Excellent	Rarely absent and always punctual.
Teamwork	Good	Cooperates well with colleagues and contributes positively to team goals.
Communication Skills	Average	Clear in verbal and written communication, could contribute more in meetings.
Initiative	Good	Frequently suggests new ideas and improvements.

## Overall Assessment

John Doe consistently meets and often exceeds the performance standards required for his position. He demonstrates strong commitment and maintains excellent work quality. Continued focus on enhancing active participation during discussions is recommended for further development.

## Goals and Recommendations

- Participate more actively in team meetings.
- Set quarterly sales targets for self-improvement.
- Attend advanced communication skills workshop.

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Employee's Signature

### Important Notes:

- This report provides a structured summary of employee performance and development.
- Both the evaluator and employee should review and discuss the contents.
- Performance evaluation forms a basis for promotions, rewards, or improvement plans.
- All information should remain confidential and used for HR purposes only.
- Regular reviews help align employee goals with organizational objectives.

