



## Sample Performance Review

### Employee Information

Employee Name: John Doe	Department: Sales
Employee Number: 1234567890	Reviewer Name: Jane Roe
Position Title: Junior Executive	Reviewer Position: Operations Manager

### Current Duties

John Doe is currently responsible for negotiating and establishing new contracts with clients. John is responsible for setting up sales visits and demonstrating new products to the consumer. John occasionally attends industry conferences and exhibitions for market research.

### Performance Review

**Benchmarks Met:** To date, John has met all of his monthly targets before the deadline, putting him in line to finish out the yearly objective of securing three new contracts per month. John has secured roughly \$120,000 of new contracts in the last 11 months.

**Areas of Strength:** John works quickly and efficiently to achieve results before the deadline, showing good time management skills. John has also shown developing leadership skills by taking charge when called upon to do so and playing an active role in meetings. John's salesmanship and customer interaction have lent to his ability to land new contracts in a timely and effective manner.

**Areas of Improvement:** John's approach to innovation is outdated and overly rigid. More creative insights would improve his performance in the office. John's worker-to-worker communication skills are also prone to miscommunication because he does not deliver information concisely. This translates into an inability to effectively work as a team member and has caused several group contracts to be held up.



Goals for the Future: John should work to develop a more professional approach for worker-to-worker interactions. His role in the team should not be understated as he is a competent salesman. In the coming quarter, John should continue to take an active leadership role but focus the same attention he gives to individual sales on working better with coworkers. Listening and working with others will lend to John's creativity. In the coming year, we expect John to secure at least four new contracts a month, and expanding his skill set will help achieve this goal.



Reviewer Signature: Jane Roe

Employee Signature: John Doe