Performance Review John Smith

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| **Informative Performance Rating** | |
| Direct Manager Rating |  |
| Department Manager Rating |  |

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| **Personal Information** | |
| Full Name | John Smith |
| Location | Bucharest |
| Position Title | IT Consultant |
| Direct Manager | Derry Nicholson |

Direct Manager Feedback

John habitually plans and sequences own work and that of others. Ensures that objectives are clearly established, and that work is systematically carried out in order to achieve the objectives. Communicates plans clearly to others. No absences without valid reason in 6 months. Considers problems as a challenge and enjoys finding creative yet appropriate solutions. John is able to work out his own solutions, but also works well with a group to solve problems. Does not shirk duties, but always instigates and encourages load-sharing with other members of the team, resulting in strong group output. Consistently plans and monitors the work of team-members.

When working to a firm but realistic deadline, John always completes tasks to a high standard. Care and accuracy is obvious even when put under pressure of time. Prepared to work all the extra hours it takes to meet the deadline. John enjoys public speaking, and is very well received by audiences. Eloquent, clear, persuasive, interesting, always captures the interest and fires the imagination of listeners. Comfortable in any situation, even when speaking unprepared and without notes. A natural leader. People tend to listen and follow his example and guidance. John is chosen as leader without making an issue of leadership. Intellectually versatile. When a topic is unfamiliar or new concepts are put forward, John listens, learns and adjusts quickly, and is soon making a full and useful contribution to the conversation.

Meticulous in keeping the workplace clean and tidy. John makes a habit of keeping own area clean and hazard-free and also assists and encourages others to do the same. Late on fewer than 3 occasions in 6 months.

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Projects

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| --- | --- | --- | --- | --- | --- |
| Client | Project type | Start date | End date | Hours spent | Client Feedback |
| Globex Corporation | Training | 7/10/2019 | 11/10/2019 | 40 | positive |
| Initech | Implementation | 14/10/2019 | 1/11/2019 | 120 | positive |
| Acme Corporation | POC | 2/11/2019 | 3/11/2029 | 8 | positive |
| Ernser Inc | Implementation | 4/11/2019 | 29/11/2019 | 160 | positive |