

ANNUAL PERFORMANCE REVIEW

Employee: Martha Barnes - Senior Analyst

Review Period: January - December 2024

Reviewer: Manager - Operations

Performance Summary:

Martha is very pleasant to work with and demonstrates excellent collaborative skills. She is supportive of her team members and always helpful when colleagues need assistance. Martha has a nurturing approach to mentoring junior staff and shows great empathy in difficult situations. She could be more assertive in client meetings and needs to speak up more when presenting ideas. Overall, Martha is a valued team player who maintains positive relationships across the organization. Rating: Meets Expectations.