ANNUAL PERFORMANCE REVIEW

Employee: Alex Chen - Senior Analyst

Review Period: January - December 2024

Reviewer: Manager - Operations

Performance Summary:

Alex demonstrates solid technical competence and consistently delivers quality work on assigned projects. Performance metrics show reliable achievement of quarterly targets with 95% on-time completion rate. Alex effectively analyzes complex data sets and produces accurate reports for stakeholders. Communication with team members is clear and professional, facilitating efficient project coordination. Technical skills in SQL and Python have improved 20% based on skill assessments. Recommendations: Continue developing expertise in machine learning applications. Rating: Meets Expectations.