

# Employee Details

Employee Name	Employee ID	Position	Department	Reporting Period	Supervisor Rating	Supervisor Comments
John Doe	E123	Software Engineer	IT	Jan 2023 - Dec 2023	3	Excelled in problem-solving, consistently meeting deadlines, and led the X software development, enhancing processing by 30%. Needs stronger communication for team collaboration. Respected for technical skills, aims to lead a major project and significantly boosted IT efficiency.
Jane Smith	E124	Marketing Manager	Marketing	Jan 2023 - Dec 2023	4	Demonstrated exceptional leadership and innovative strategies, leading a global marketing campaign that increased brand awareness by 40%. Needs more day-to-day engagement. Praised for vision; aims to develop a market-share increasing strategy by 2024 and significantly boosted marketing impact.
Michael Brown	E125	HR Specialist	Human Resources	Jan 2023 - Dec 2023	5	Exhibits strong interpersonal skills and excels in conflict resolution. Developed orientation programs enhancing productivity. Needs to deepen understanding of HR technologies. Pursued diversity certification, effective in conflict management, and plans to improve HR frameworks to support organizational growth.

1 to 5 Ratings Meaning

- 1. Unsatisfactory:
- 2. Needs Improvement
- 3. Meets Expectations
- 4. Exceeds Expectations
- 5. Outstanding