

Employee Year-End Report: Jackson

Position: Crane Operator

Department: Port Operations

Date: 2023 Year-End Review

1. Performance Summary:

- **Overall Rating: Meets Expectations**

Jackson has performed reliably this year, though there have been a few issues with operational efficiency. He is a diligent worker and consistently shows up on time for shifts, but there were instances where his handling of equipment was slower than expected, which occasionally caused minor delays in container movement.

2. Key Strengths:

- **Safety Compliance:** Jackson follows safety protocols meticulously, ensuring that all crane operations are carried out without any safety incidents.
- **Dependability:** He has an excellent attendance record and can always be counted on to cover shifts when necessary.

3. Areas for Improvement:

- **Equipment Handling Speed:** Jackson needs to work on improving his speed and efficiency while operating cranes, especially during high-volume periods.
- **Technical Upskilling:** He should pursue training to enhance his technical skills related to crane maintenance and troubleshooting to reduce downtime due to equipment malfunctions.

4. Goals for Next Year:

- **Attend advanced crane operation training** to improve speed without sacrificing safety.
- **Take part in a technical maintenance workshop** to learn how to troubleshoot common equipment issues.
- **Participate in peer learning sessions** to share and receive tips on handling high-demand situations more efficiently.

Supervisor Feedback:

"Jackson is a reliable and safe worker, but he needs to pick up the pace, especially during peak hours. I believe with some additional training, he can become a more efficient operator."