

Employee Year-End Report: Rahul

Position: Logistics Coordinator

Department: Operations

Date: 2023 Year-End Review

1. Performance Summary:

- **Overall Rating: Needs Improvement**

Rahul has faced significant challenges in meeting performance expectations this year. His handling of logistics scheduling and coordination has been inconsistent, often leading to delays in shipment timelines and miscommunication with third-party vendors. While there were moments of improvement, particularly in the second quarter, the overall performance fell below PSA's operational standards.

2. Key Strengths:

- **Adaptability in Crisis:** Rahul demonstrated resilience during operational disruptions, especially in handling unexpected container shortages. He was quick to make decisions to reroute shipments during emergencies.
- **Team Collaboration:** He has a positive relationship with his peers and actively supports his colleagues when needed.

3. Areas for Improvement:

- **Attention to Detail:** Rahul's recurring errors in documentation and scheduling led to several operational inefficiencies. He needs to improve his attention to detail to ensure that shipment data and schedules are accurate.
- **Communication with Vendors:** There were multiple instances of poor communication with third-party vendors, leading to misunderstandings and delayed deliveries. Improving vendor relationship management is crucial for Rahul's role.
- **Time Management:** Rahul struggled with managing his workload efficiently, which often resulted in missed deadlines and bottlenecks in the supply chain.

4. Goals for Next Year:

- **Complete training on time management and vendor communication skills.**
- **Improve attention to detail in logistics documentation to reduce operational delays.**
- **Work with a mentor to develop better task prioritization strategies.**

Supervisor Feedback:

"Rahul has the potential to be a valuable asset, but he needs to focus on improving his organizational and communication skills. With the right support and training, I believe he can turn his performance around."