

## **Employee Year-End Report: Aish**

**Position: Project Manager**

**Department: Supply Chain Solutions**

**Date: 2023 Year-End Review**

### **1. Performance Summary:**

- **Overall Rating: Exceeds Expectations**

Aish has consistently outperformed expectations this year. She successfully managed several high-stakes projects that contributed significantly to PSA's supply chain efficiency initiatives. Her leadership skills and ability to manage cross-functional teams have been key to her success, and she has shown excellent judgment in decision-making during critical project phases.

### **2. Key Strengths:**

- **Project Execution:** Aish excels at delivering projects on time and within budget, even in high-pressure situations.
- **Leadership:** She effectively leads her team, fosters collaboration, and ensures that all members are aligned with project goals.
- **Client Communication:** Aish is particularly skilled at maintaining strong communication with clients, ensuring their needs are met and expectations managed.

### **3. Areas for Improvement:**

- **Delegation:** While Aish is highly capable, there are instances where she could delegate more effectively to avoid burnout. She sometimes takes on too much of the workload herself.
- **Work-Life Balance:** Aish has been known to work long hours, which can lead to fatigue. Establishing a better balance will improve her long-term productivity.

### **4. Goals for Next Year:**

- **Focus on delegating tasks to team members more effectively to avoid overwork.**
- **Complete leadership training to further develop her delegation and team management skills.**
- **Prioritize work-life balance by setting clearer boundaries.**

### **Supervisor Feedback:**

"Aish is one of the most dependable project managers on the team, and her ability to handle complex projects is remarkable. However, she needs to focus on delegating more and ensuring she doesn't take on too much herself."