**   
Employee Performance Review**

1 = Poor 2 = Fair 3=Satisfactory 4 = Good 5 =Excellent

**Date : 19-08-2019  
Employee Information**

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| --- | --- |
| **Employee Name** | **Ahmed Kabeer shaukat** |
| **Job Title** | **Web Developer** |
| **Department** | **IT** |
| **Review Period** | 1 Week |

**Ratings**

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| --- | --- |
| **Job Knowledge** | 2 |
| *Comments* | *Average in meeting business goals* |
| **Work Quality** | 2 |
| *Comments* | *Not meeting deadline needs extra time but also work at home to complete his tasks* |
| **Attendance/Punctuality** | 3 |
| *Comments* | *Sometimes comes very late and leave quickly (before 9 Pm)* |
| **Communication/Listening Skills** | 4 |
| *Comments* | *Active in meetings* |
| **Dependability** | 2 |
| *Comments* | Needs more help from team |
| ***Overall Rating*** *(average the rating numbers above)* | 2 (Fair) |

**Evaluation**Employee Comments: **Verification of Review**

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| --- | --- |
| I have read the report thoroughly and I am glad it’s a honest report and I want to mention here only one thing that I am trying my best ,giving my best to company and usually I also work in break time and I will prove to better next time  have faith in me ……………. | |
| Employee Signature | Ahmed kabeer shaukat |
| Manager Signature |  |