

Annual employee performance review

Production process:

Created manually with a single click using data from "Manager notes"

Access points:

Available in the platform's "Manager Notes" section, can be set to read-only and made viewable to the employee

Purpose:

Compresses extensive feedback data and manager notes into a comprehensive, standardized initial draft, potentially saving managers 8-16 hours per employee review

Overview

Tara Rubert, a Consultant in our Special Projects department, has been with us since July 23, 2015. She has shown a consistent ability to execute projects effectively and collaboratively. Her detail-oriented approach has been instrumental in the successful completion of key initiatives such as the website redesign.

Performance evaluation

- **Punctuality:** Tara's record on punctuality needs improvement. She has been late on several occasions (3/12 & 4/2), notably on Monday mornings. This tardiness disrupts meeting schedules and potentially impacts team productivity.
- **Project Execution:** Tara shines in her execution of projects. Her work on the website redesign project was exemplary and demonstrated her keen attention to detail.
- **Teamwork:** Tara's collaborative spirit is commendable. She works well with the team and goes out of her way to be available for queries from her colleagues.
- **Presentation Skills:** Tara's presentation skills could use some enhancement. The Q1 report presentation was reported as difficult to follow by some attendees.

Strengths and achievements

- **Detail-Oriented:** Tara's meticulous approach to work is one of her key strengths. This was particularly evident during the website redesign project.
- **Collaboration:** Her ability to work well with others is another strength that stands out. It not only facilitates project completion but also fosters a positive team environment.

Areas of improvement

- **Punctuality:** Tara needs to work on being more punctual, especially for morning meetings.
- **Presentation Skills:** Enhancing her presentation skills would make it easier for others to understand complex information during meetings.

Goals and objectives

The following are suggested goals and objectives for Tara:

- **Improve Punctuality:** Make it a priority to arrive on time consistently, especially for early morning meetings.
- **Enhance Presentation Skills:** Attend workshops or training courses aimed at improving presentation skills.
- **Increase Knowledge Base:** Given some feedback about lacking expertise in certain areas, it would be beneficial for Tara to take advantage of training opportunities offered by the company.

Tara has shown great potential and her dedication is appreciated by both colleagues and customers alike. By focusing on the areas outlined above, she can continue to make significant contributions towards our corporate objectives while also furthering her own professional growth.