

PERFORMANCE EVALUATION REPORT

Section 1: General Information

Name: [Redacted] Title: [Redacted] Department: [Redacted]

Section 2: Performance Objectives

Objective	Weight	Rating	Comments
Financial Management (Revenue Growth)	20%	4	Exceeded expectations
Operational Efficiency	15%	4	Streamlined processes
Customer Satisfaction	15%	4	Improved service quality
Team Leadership	15%	4	Motivated and developed team
Strategic Planning	15%	4	Clear vision and execution
Communication	10%	4	Effective and transparent
Problem Solving	10%	4	Proactive and innovative
Professionalism	10%	4	High integrity and ethics

Section 3: Self-Assessment

Overall Rating: 4.0 (4.0 - 5.0)

Section 4: 360-Degree Feedback

Feedback Source	Rating	Comments
Supervisor	4.5	Strong leader, excellent communication
Peers	4.2	Collaborative, supportive
Subordinates	4.3	Motivating, clear direction

Section 5: Key Achievements

- Increased revenue by 15% over target.
- Reduced operational costs by 10%.
- Improved customer satisfaction scores.

Section 6: Areas for Improvement

- Enhance strategic planning skills.
- Develop more cross-functional relationships.

Section 7: Future Goals

- Lead a major initiative in the next 6 months.
- Complete a leadership training program.

Section 8: Signatures

Signature of Chief Financial Officer: XC SIKOBI Date: 12/10/23

Signature of Reporting Officer: [Signature] Date: 13/10/2023