

Employee Performance Report

For Promotion Consideration

Date: June 10, 2024

Employee Name: John Doe

Position: Senior Marketing Analyst

Department: Marketing

Report Period: June 2023 - May 2024

Supervisor: Jane Smith

1. Work Achievements

- Led marketing campaign for Product X, resulting in a 35% increase in sales.
- Implemented new analytics tools to improve forecasting accuracy by 20%.
- Received 'Employee of the Quarter' award (Q4 2023).

2. Skills and Competencies

Skill/Competency	Rating (1-5)	Comments
Leadership	5	Effectively managed project teams and mentored junior staff.
Communication	4	Clear and persuasive presentations to stakeholders.
Analytical Thinking	5	Exceptional data analysis and problem-solving abilities.
Collaboration	4	Works well across departments on joint initiatives.

3. Strengths

- Consistently exceeds performance targets.
- Demonstrates initiative in process improvement.
- Highly adaptable to changing priorities.

4. Areas for Improvement

- Enhance public speaking confidence in large group settings.
- Delegate tasks more effectively during peak project periods.

5. Supervisor's Recommendation

Based on John Doe's performance over the past year, I strongly recommend him for promotion to the position of Marketing Manager. His leadership, commitment to excellence, and significant contributions to departmental goals support his readiness for increased responsibility.

6. Signatures

Supervisor:	_____
Date:	_____
Employee:	_____
Date:	_____