

# Employee Performance Report

## Attendance and Punctuality Analysis

The **employee performance report** evaluates staff effectiveness by analyzing attendance and punctuality records. This report helps identify trends and areas for improvement, promoting accountability and productivity. Consistent monitoring supports better workforce management and organizational success.

### Employee Summary

Employee Name	Department	Days Present	Late Arrivals	Absences	Punctuality Score
Jane Smith	Marketing	22	1	0	Excellent
John Doe	Finance	21	3	1	Good
Mary Johnson	Operations	19	5	2	Needs Improvement

### Key Observations

- Most employees maintain satisfactory attendance, with minimal absences.
- Punctuality continues to be a focus area, with occasional late arrivals noted.
- Consistent monitoring of attendance contributes to workforce discipline and efficiency.

### Recommendations

- Recognize and reward employees with excellent punctuality records.
- Address and support employees with frequent lateness or absences.
- Continue regular performance reviews to maintain high standards.