

# Employee Performance Report

An **employee performance report** based on KPIs provides a clear and structured evaluation of individual achievements against predefined key performance indicators. This report helps organizations track progress, identify strengths, and address areas for improvement. By focusing on measurable metrics, it ensures objective and data-driven performance assessments.

## Employee Details

Name	John Doe
Department	Sales
Position	Account Executive
Review Period	Jan 2024 - Jun 2024

## Key Performance Indicators (KPIs)

KPI	Target	Actual	Status	Comments
Sales Revenue Generated	\$250,000	\$270,000	Exceeded	Surpassed target by 8%.
New Clients Acquired	10	9	Below Target	Efforts underway to increase outreach.
Customer Satisfaction Score	90%	92%	Met	Consistently positive client feedback.
Follow-up Response Time	24 hours	18 hours	Exceeded	Prompt and efficient communication.

## Strengths

- Consistently exceeds revenue goals.
- Maintains high customer satisfaction ratings.
- Demonstrates excellent responsiveness and communication.

## Areas for Improvement

- Expand efforts in acquiring new clients.
- Participate in advanced sales training programs.

## Manager's Comments

John has demonstrated strong sales performance and excellent client relationship management skills. A focus on prospecting and expanding the client base will help achieve even greater results in the upcoming period.

## Overall Performance Rating

Rating	Exceeds Expectations
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