

# QUARTERLY PERFORMANCE REVIEW

## EMPLOYEE INFORMATION:

Employee Name:	Felicia Nyongo	Department:	Marketing
Review Period:		Date of Review:	July 10, 2021

82%	74%	71%	92%
<b>Overall Performance</b> <ul style="list-style-type: none"><li>Felicia possesses a disciplined, reliable work ethic. She is always available to her team members.</li><li>Felicia helps team members on projects she is not involved in. She provides support, key insights, ideas and direction when possible.</li><li>Felicia makes a strong effort to educate herself and enrich her own critical thinking skills.</li><li>She is well-organized, efficient with her time and mindful of deadlines.</li></ul>	<b>Goals Achieved</b> <ul style="list-style-type: none"><li>Of the Q2 traffic and acquisition targets, Felicia achieved 74% of the goals.</li><li>The goals are always set very high, and 74% is still significant in terms of growth for the company.</li><li>Felicia will need to create and execute a plan for getting more press mentions for the brand, and brokering content partnerships as she moves into Q3.</li></ul>	<b>Improvement</b> <ul style="list-style-type: none"><li>Of the areas identified in previous performance reviews, Felicia has demonstrated significant growth as an employee.</li><li>While she still has some areas to cover, her growth has demonstrated her dedication to the role, and ability to problem-solve proactively.</li><li>She will need to determine ways to scale certain experiments and hacks that show growth potential.</li></ul>	<b>Core Values</b> <ul style="list-style-type: none"><li>Felicia's work ethic is a strong reflection of the company's core values.</li><li>She demonstrates job role ownership, ability to learn, win as a team, and active reflection exceedingly well.</li><li>She has also made significant effort to learn, study her industry and make highly-informed decisions.</li></ul>

## EMPLOYEE COMMENTS:

Employee Signature:

## REVIEWER COMMENTS:

Reviewer Signature:

# Performance Development And Review Template Guide

**Xiaolong Qi**



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