

Mishka's Unique Boutique

123 Some Avenue, Anytown, FL 32111 (987) 123 - 4567



EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Tiara Diamonds	Employee ID#: S987654
Evaluating Manager: Mary Wanser	Department: Shoes / Purses
Evaluation Period: Nov. 2009-2010	Date of Evaluation: November 14, 2010

Intent of this Evaluation

The intent of this evaluation is to review Tiara Diamonds' performance over the past year as an employee of Mishka's Unique Boutique. Areas of strength as well as weakness will be reviewed and a recommendation will be made as to whether the employee's general performance merits an annual salary raise at year's end. Before this form is forwarded to senior management for consideration, the employee will review the evaluation and have an opportunity to comment on her own behalf.

Employee Responsibilities

Tiara Diamonds is an employee in Mishka's shoes and purses department. Her current responsibilities fall into two categories—sales and consulting. Her tasks in sales include displaying of items and servicing of customers. Tiara's consulting duties consist of offering advice to our merchandisers regarding fashion trends and making suggestions for purchasing. For a more defined description of duties, please refer to sections five and eleven of Mishka's Unique Boutique Employee Handbook.

Overall Performance

Tiara's overall annual performance in sales and consulting categories exceeded expectations! To be commended is the increase in Tiara's number of individual sales. The average number of sales per month for a full-time employee is three per eight-hour shift after calculated returns. Tiara averaged four register transactions per shift after returns in seven of the past twelve months. This demonstrates her ability to close a sale successfully and to do so within a sufficient timeframe. A successful close means that the employee is able to determine the customer's desire, accommodate that need, and perform the actual cash register transaction. This above-average figure shows an improving trend in Tiara's performance since her 2009 evaluation. . . .