



POSITION TITLE

Employee Performance Review

EMPLOYEE INFORMATION

Name *Rachel*
Job Title *Travel*
Department
Review Period

Employee ID
Date *April, 16/24*
Manager *Rhain Mainville*

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RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

Comments

Self learner had to adjust to learning day to day

Work Quality

Comments

*Thorough when booking travel
willing to change to make travel seamless*

Attendance/Punctuality

Comments

*Rarely off.
Very dependable*

Initiative

Comments

*Amalgamated Policies to make things more efficient
Working on procedures for travel position*

Communication/Listening Skills

Comments

Chaired All Staff meetings online.

Dependability

Comments

*Always at work every day
Does work weekends and after hours when available*

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS

*Self evaluation attached
waiting for approval from managers can take
fine.
manager to input codes for travel. (Budget codes)*

GOALS

(as agreed upon by employee and manager)

*To learn more about the Corporation
wants to make things more efficient for travel*

Goals and Performance Plan (GPP) – due by ^{Nov, 20} January 31st, reviewed in July

Date: April, 16/24	Name of employee: Rachel C	Name of supervisor: Rhean M
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Employee's main goals for this year:

Finish manual
for Travel coordinator position
Better communication with Departments
when attending conferences

How progress towards the goals will be measured:

Completion of manual.

Next meeting date:

Nov 20/24

