

TABLE 9.3 | Effective Sample Performance Evaluation

I. General Information

Name _____ Review Period _____

Reviewer _____ Date of Review _____

II. Performance

Objectives	Results Achieved	Rating
1. Contact foreign clients and negotiate one international contract	Negotiated two successful international contracts	Exceeds expectations
2. Complete in-house managing diversity seminar and put information to use in own department	Completed course and made three changes in department due to learning in seminar	Exceeds expectations
3. Respond via memos to monthly regional reports	Writes and distributes accurate, informative memos within three days of receiving reports	Exceeds expectations
4. Reduce departmental operating costs by 5 percent each year	Reduced operating costs by 7 percent by consolidating forms and streamlining reporting procedures	Exceeds expectations