

## Employee Performance Appraisal

Employee Name: Monica Diaz  
 Department: Marketing  
 Date of Hire: December 1, 2014  
 Date of Performance Review: January 11, 2016

|                 | Did not meet expectations<br>(0) | Achieved most expectations<br>(1) | Achieved expectations<br>(2) | Achieved expectations and exceeded on a few<br>(3) | Significantly exceeded expectations<br>(4) |
|-----------------|----------------------------------|-----------------------------------|------------------------------|--|--|
| Drives results  |                                  |                                   | 2                            |  |  |
| Communication   |                                  |                                   |                              | 3  |  |
| Leadership      |                                  | 1                                 |                              |  |  |
| Decision making |                                  |                                   |                              | 3  |  |
| Adaptability    |                                  |                                   |                              | 3  |  |
| Timeliness      |                                  | 1                                 |                              |  |  |
| Cooperation     |                                  |                                   | 2                            |  |  |
| Quality         |                                  |                                   |                              | 3  |  |
| Total points    |                                  |                                   |                              |  | 18   |