

# Employee Evaluation Report

**Employee Name:** [Employee Name]

**Position:** Retail Sales Associate

**Evaluation Period:** [Start Date] to [End Date]

## Performance Overview

[Employee Name] has shown commendable performance during the evaluation period, demonstrating key skills in customer service, sales, and teamwork.

## Key Performance Indicators

- **Sales Target Achievement:** [Specify Target and Achievement]
- **Customer Service Feedback:** [Summary of Customer Feedback]
- **Product Knowledge:** [Assessment of Product Knowledge]
- **Team Collaboration:** [Assessment of Teamwork]

## Strengths

[List of strengths related to performance.]

## Areas for Improvement

[List areas where improvement is needed.]

## Overall Rating

[Provide Overall Rating and Comments]

## Recommendations

[Suggestions for future training, roles or areas of development.]

## Employee Comments

[Space for employee feedback or comments.]

**Evaluator Name:** [Evaluator Name]

**Date of Evaluation:** [Date]