

Performance Analysis Report

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: Retail Sales Associate

Performance Metrics

- **Sales Performance:** [Insert Sales Figures]
- **Customer Service Rating:** [Insert Rating]
- **Attendance:** [Insert Attendance Record]
- **Team Collaboration:** [Insert Feedback]

Strengths

[List the employee's strengths and achievements]

Areas for Improvement

[List areas where improvement is needed]

Goals for Next Period

[Outline goals for the upcoming evaluation period]

Manager's Comments

[Insert manager's comments]

Signature: _____

Manager Name: [Insert Manager Name]

Position: [Insert Manager Position]