

Employee Performance & Progress Report

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AA Pvt.Ltd.

JB 36, MKT Lang Market,
CB Patel Road, TX, USA

Report Period : (Quarterly / Monthly / Annual)

Employee Name : Rone Gomal

Employee ID : MFG-1023

Department : Assembly Line

Designation : Machine Operator

Shift : Day (8:00 AM – 5:00 PM)

Supervisor : Mr. S. Thekker

Date : 27-Aug-12

Location : Plant 1

(A=Excellent, B=Good, C=Average, D=Needs Improvement)

Competency Area	Grade	Pending Tasks / Non-Compliance
Technical Skills	B	Needs refresher training on CNC machine setup
Productivity	A	None
Quality Compliance	B	2 instances of rework due to improper finishing
Safety Practices	A	None
Teamwork & Discipline	A	None

Comments / Observations

- ✓ Delivers consistent work output.
- ✓ Works well with team members and supports junior staff.
- ⚠ Needs to improve **quality checks** before passing products.
- ⚠ Suggested **CNC upskilling training** in next quarter.

**Overall Performance
Rating**

GOOD (B+)

Compliance & Attendance

Attendance Record: 98% (1 late arrival recorded).

PPE Usage: Always compliant.

Incidents / Safety Violations: None.

Confidentiality Statement: "This document is confidential and intended only for internal HR/Performance review purposes."

Signatures

Employee Signature: _____

Supervisor Signature: _____

HR / Manager Signature: _____