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**TEAM EVALUATION and KEY MANAGEMENT OBJECTIVES:**

	Name	Position	P1	P2	TP	A/P	Other	S	Notes and Objectives - Coaching -Training
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

**P1 = Performance P2 = Potential for promotion / advancement TP = Team Play A/P = Attendance and Punctuality S = Seniority (in Years in Month N for New Employee) A = Excellent B = Good C = Needs improvement F = Unacceptable**

Based on above analysis and evaluation what are the 3 - 5 key actions you need to make to improve performance?