TASK-BASED PERFORMANCE SHEET WEEK: 4

This form has been designed to record and track employee performance with specific assigned tasks. Individual tasks must follow the guidelines and structure of this form to achieve effectiveness. For status part, kindly use letters “C” for Completed or “I” for Incomplete” that is applicable.

Note this form is to be completed weekly by Supervisors only and sent to HR with supervisee in copy. Please fill out the table below accordingly.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S/N | Tasks | Task Owner | Date Assigned | Expected Delivery Date | Actual Delivery Date | Status | Comments | Supervisor |
| 1 | Inventory  | Fortune  | 22/6/2020 | 26/6/2020 | 24/6/2020 | C  |  |  |
| 2 | Facility maintenance  | Fortune  | 22/6/2020 | 26/6/2020 | 26/6/2020 | C  |  |  |
| 3 | Follow ups on request for funds for maintenance | Fortune  | 22/6/2020 | ----------------- | --------------- | I  |  |  |
| 4 | Sales inspection from Jan-till date. | Fortune  | 24/6/2020 | 24/6/2020 | 24/6/2020 | C  |  |  |
| 5 | Daily attendance report | Fortune  | 22/6/2020 | Daily  |  | C  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |