**ANNUAL PERFORMANCE REVIEW**

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| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   | **DEPARTMENT** |   |
| **EMPLOYEE ID** |   | **REVIEWER NAME** |   |
| **POSITION HELD** |   | **REVIEWER TITLE** |   |
| **LAST REVIEW DATE** |  | **TODAY'S DATE** |  |
| **CURRENT RESPONSIBILITIES** |
| ***Attach job description, noting any significant changes.*** |
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| **PERFORMANCE ASSESSMENT** |
| ***Evaluate performance and achieved goals.*** |
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| ***Discuss areas of excellence within performance.*** |
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| ***Discuss areas of improvement.*** |
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| ***Develop future goals with set expectations.*** |
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| **COMMENTS AND APPROVAL** |
| ***Provide any additional feedback.*** |
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| **EMPLOYEE SIGNATURE** |   | **REVIEWER SIGNATURE** |   |

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