**Annual Performance Review Template**

Employee Information

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Employee ID** | **Date of Current Review** |
|  |  |  |
| **Position Held** | **Department** | **Date of Last Review** |
|  |  |  |
| **Reviewer Name** | **Reviewer Title** | **Date Submitted** |
|  |  |  |

Current Role

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| --- | --- | --- |
| **Job Title** | **Key Responsibilities** | **New Tasks or Role Adjustments Since Last Review** |
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Year-by-Year Performance Comparison

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Factor** | **Previous Year** | **Current Year** | **Improvement** (Yes/No) | **Notes** |
| Work Quality |  |  |  |  |
| Leadership |  |  |  |  |
| Productivity |  |  |  |  |
| Communication |  |  |  |  |
| Problem-Solving |  |  |  |  |
| Adaptability |  |  |  |  |
| Technical Skills |  |  |  |  |
| Customer Relations |  |  |  |  |
|  |  |  |  |  |
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Performance Ratings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quality** | **Needs Improvement** (1) | **Below Expectations** (2) | **Meets Expectations** (3) | **Exceeds Expectations** (4) | **Outstanding** (5) | **Score** |
| Work Quality |  |  |  |  |  |  |
| Work Consistency |  |  |  |  |  |  |
| Communication |  |  |  |  |  |  |
| Collaboration and Teamwork |  |  |  |  |  |  |
| Takes Initiative |  |  |  |  |  |  |
| Problem-Solving and Decision-Making |  |  |  |  |  |  |
| Adaptability and Learning |  |  |  |  |  |  |
| Creativity and Innovation |  |  |  |  |  |  |
| Leadership and Decision-Making (if applicable) |  |  |  |  |  |  |
| Client and Customer Relations |  |  |  |  |  |  |
| Technical Skills |  |  |  |  |  |  |
| Dependability and Accountability |  |  |  |  |  |  |
| Attendance and Punctuality |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Total Score** |  |  |  |  |  |  |

Performance Summary

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| --- | --- |
| **Strengths** | **Areas for Improvement** |
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Previously Set Goals

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| --- | --- | --- |
| **Goal** | **Achieved?**(Yes or No) | **Notes** |
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Goals for the Next Review

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| --- | --- | --- | --- |
| **Goal** | **Key Action Steps** | **Resources or Support Needed** | **Target Completion Date** |
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|  |  |  |  |
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Long-Term Impact

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| --- | --- | --- |
| **Key Contribution** | **Business Impact** | **Example of Success** |
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Performance Development Plan

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| --- | --- | --- | --- |
| **Development Area** | **Suggested Training or Resources** | **Support from the Manager or Company** | **Target Timeline** |
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Pre-Approval Discussion

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| --- | --- |
| **Discussion Topic** | **Key Takeaways** |
| Overall Performance Feedback |  |
| Growth and Training Opportunities |  |
| Additional Employee Input |  |

Comments and Approval

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| --- | --- |
| **Additional Reviewer Comments** | **Employee Comments** |
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| --- | --- | --- | --- |
| **Approved by Reviewer?**(Yes or No) | **Reviewer Initials** | **Approved by Employee?**(Yes or No) | **Employee Initials** |
|  |  |  |  |

Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Signature** | **Date** | **Reviewer Signature** | **Date** |
|  |  |  |  |

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| --- |
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