

# Annual Employee Performance Evaluation Form

This evaluation form is designed to assess the employee's performance over the past year, identify areas of strength, and highlight opportunities for growth and development.

## 1. Employee & Evaluator Information

Employee Name:	<input type="text"/>	Date of Evaluation:	<input type="text" value="YYYY-MM-DD"/>
Job Title:	<input type="text"/>	Review Period:	<input type="text"/>
Department:	<input type="text"/>	Evaluator Name & Title:	<input type="text"/>

## 2. Performance Assessment

Please rate the employee's performance in each area using a scale of 1 to 5 (1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations, 4 = Exceeds Expectations, 5 = Outstanding) and provide comments.

Performance Category	Rating (1-5)	Comments / Examples
<b>Job Knowledge &amp; Technical Skills</b> Demonstrates required skills and knowledge to perform the job effectively.	<input type="text"/>	<input type="text"/>
<b>Quality of Work</b> Accuracy, thoroughness, and reliability of outputs.	<input type="text"/>	<input type="text"/>
<b>Productivity &amp; Time Management</b> Meets deadlines, manages workload, and works efficiently.	<input type="text"/>	<input type="text"/>
<b>Communication &amp; Interpersonal Skills</b> Collaborates well with team members and communicates clearly.	<input type="text"/>	<input type="text"/>
<b>Problem Solving &amp; Initiative</b> Identifies issues, proposes solutions, and takes proactive steps.	<input type="text"/>	<input type="text"/>

## 3. Goals & Objectives

<b>Key Achievements in the Past Review Period:</b> <input type="text"/>
<b>Goals and Objectives for the Upcoming Review Period:</b> <input type="text"/>
<b>Areas Identified for Professional Development &amp; Training:</b> <input type="text"/>

## 4. Overall Summary & Signatures

<b>Overall Performance Rating (1-5):</b>	<input type="text"/>
<b>Evaluator Overall Comments:</b> <input type="text"/>	

**Employee Comments (Optional):**

*Signatures below indicate that the performance evaluation has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.*

Evaluator Signature:

Date:

Employee  
Signature:

Date: