Annual performance review

Employee name: _____

Job title: _____

Department or location: _____

Reviewer: _____

Review period: _____

Date of review meeting: _____

Part 1. Goals from last year

Goal	Result	Met / Partly / Not met

Part 2. Core responsibilities

Rating scale: 5 = Outstanding, 4 = Exceeds expectations, 3 = Meets expectations, 2 = Needs improvement, 1 = Unsatisfactory.

Responsibility	Rating (1 to 5)	Evidence

Part 3. Competencies

Competency	Rating (1 to 5)	Evidence
Quality and accuracy		
Reliability		
Communication		
Teamwork		
Problem solving		
Customer focus		

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Part 4. Overall

☐ 5 Outstanding ☐ 4 Exceeds ☐ 3 Meets ☐ 2 Needs improvement ☐ 1 Unsatisfactory

Summary of the year (2 to 3 sentences):

_____

Part 5. Goals for next year

Goal	How it will be measured	Due date

Part 6. Development plan

Skill to build: _____

Training, mentoring or project: _____

Support from the manager: _____

Part 7. Comments and signatures

Employee comments: _____

Reviewer comments: _____

Signing confirms the review was discussed. It does not mean the employee agrees with it.

_____ _____

Employee signature Date

_____ _____

Reviewer signature Date

_____ _____

Second-level approval (optional) Date

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