**Annual Employee Performance Review**

**Employee Information**

|  |  |
| --- | --- |
| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Direct Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Rating Scale**

|  |  |
| --- | --- |
| 1 | Unsatisfactory |
| 2 | Needs Development |
| 3 | Meets Expectations |
| 4 | Exceeds Expectations |
| 5 | Outstanding |

**Employee Performance Rating**

|  |  |  |
| --- | --- | --- |
| **Review Area** | **Rating**  **(1,2,3,4,5)** | **Notes** |
| **Job Knowledge:**  The employee demonstration of job relevant knowledge and essential skills for his/her job. |  |  |
| **Productivity:**  The employee output compared to the expectations of his/her specific position. |  |  |
| **Growth:**  The employee progression over the previous year. |  |  |

|  |  |  |
| --- | --- | --- |
| **Communication:**  The employee’s ability to communicate well with other employees, management, subordinates, and clients. |  |  |
| **Attitude:**  The extent to which the employee demonstrates a positive attitude at work. |  |  |
| **Attendance/Punctuality:**  Arrival to work on time and meeting deadlines. |  |  |
| **Initiative:**  The extent to which the employee is self-directed and creative in performing job duties. |  |  |
| **Leadership:**  The extent to which the employee demonstrates leadership skills in his/her department and in the company. |  |  |
| **Overall Rating**  ***(Average the rating of the numbers above)*** |  | |

**Next Year Goals & Objectives**

Upcoming year objectives as agreed upon by the employee and the direct manager:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verification of Review**

By signing this form, you confirm that you have discussed this performance review in detail with your direct manager:

|  |  |
| --- | --- |
| **Employee Signature** |  |
| **Direct Manager Signature** |  |
| **HR Manager Signature** |  |

Date: