

ANNUAL PERFORMANCE REVIEW FORM

Review Period: [Start Date] to [End Date]

Review Date: [Date]

1. Employee & Reviewer Information

Field	Employee Details	Reviewer Details
Name	[Employee Name]	[Reviewer Name]
Title	[Employee Title]	[Reviewer Title]
Department	[Department Name]	[Department Name]
Date of Hire	[Date]	

2. Rating Scale Definition

Please use the following scale for all core competency ratings:

Rating	Definition
5 (Outstanding)	Consistently exceeds all job requirements; serves as a role model.
4 (Exceeds Expectations)	Frequently exceeds requirements; highly productive and effective.
3 (Meets Expectations)	Fully achieves all core requirements and expectations of the role.
2 (Needs Improvement)	Occasionally fails to meet standards; requires additional guidance/support.
1 (Unsatisfactory)	Consistently fails to meet core requirements; immediate corrective action needed.

3. Core Competencies & Skills Assessment

Competency Area	Reviewer Rating (1-5)	Employee Self-Rating (1-5)	Reviewer Comments / Justification
Quality of Work	[]	[]	[_____]
Productivity & Efficiency	[]	[]	[_____]
Communication	[]	[]	[_____]
Teamwork & Collaboration	[]	[]	[_____]
Problem Solving/Initiative	[]	[]	[_____]
Adaptability & Flexibility	[]	[]	[_____]
Accountability & Reliability	[]	[]	[_____]

4. Goal Achievement and Key Objectives

Assess progress against specific goals set during the previous review period.

Goal / Objective	Target Status	Actual Result / Evidence	Achievement Score
[Specific Goal 1, e.g., Launch Project X]	[Target Date]	[_____]	[Met / Partially Met / Not Met]
[Specific Goal 2, e.g., Increase sales by 10%]	[Target %]	[_____]	[Met / Partially Met / Not Met]
[Specific Goal 3]	[Target]	[_____]	[Met / Partially Met / Not Met]

Comments on Goal Achievement:

[Detailed comments on successes, setbacks, and contributions to organizational goals.]

5. Summary and Development Plan

5.1 Strengths & Accomplishments (Reviewer)

[List 2-3 key areas where the employee performed exceptionally well or made the biggest impact.]

5.2 Areas for Development (Reviewer)

[List 2-3 specific areas for professional growth and improvement.]

5.3 Employee Comments (Self-Reflection)

[Employee's overall thoughts on the review period, challenges faced, and support needed.]

5.4 Overall Performance Rating

Reviewer's Final Judgment: [Select One: Outstanding / Exceeds Expectations / Meets Expectations / Needs Improvement / Unsatisfactory]

6. Forward-Looking Goals & Action Plan

New Goal / Objective	Target Date	Support/Resources Needed
[Goal 1: Skill development]	[Date]	[_____]
[Goal 2: Project deliverable]	[Date]	[_____]
[Goal 3: Strategic initiative]	[Date]	[_____]

7. Signatures

By signing below, both parties acknowledge that they have reviewed the contents of this form and discussed the performance evaluation. Signatures do not necessarily imply agreement with every assessment.

Employee Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

HR Signature (Optional): _____ Date: _____