

# Annual Employee Performance Review Report

## Employee Information

Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Department \_\_\_\_\_

Position \_\_\_\_\_

Review Period \_\_\_\_\_

Reviewer \_\_\_\_\_

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	_____	_____
Productivity	_____	_____
Communication Skills	_____	_____
Teamwork & Collaboration	_____	_____
Attendance & Punctuality	_____	_____
Initiative & Innovation	_____	_____
Adaptability	_____	_____

## Key Achievements

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## Areas for Improvement

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## Goals for Next Review Period

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## Overall Comments

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**Employee Signature**

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Date: \_\_\_\_\_

**Reviewer Signature**

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Date: \_\_\_\_\_

**Important Notes**

- This review form should be completed honestly and objectively by the reviewer.
- Performance ratings should be supported by specific examples when possible.
- Employees are encouraged to discuss the review and feedback with the reviewer.
- All information is confidential and intended for use in employee development.
- Signatures confirm that the review has been discussed, not necessarily agreement with all comments.