

# Annual Employee Performance Assessment Form

The **annual employee performance assessment form sample** provides a structured template to evaluate an employee's work achievements, strengths, and areas for improvement over the year. It ensures consistent and fair reviews by capturing key performance metrics and feedback. Utilizing this form fosters better communication and development planning between managers and staff.

Employee Information			
Name	<input type="text"/>	Position/Title	<input type="text"/>
Department	<input type="text"/>	Assessment Period	<input type="text"/>

Performance Criteria			
Category	Description	Rating (1-5)	Comments
Quality of Work	Accuracy, attention to detail, completeness	<input type="text"/>	<input type="text"/>
Productivity	Volume of work, efficiency, timeliness	<input type="text"/>	<input type="text"/>
Communication	Verbal/written skills, active listening, collaboration	<input type="text"/>	<input type="text"/>
Initiative	Problem-solving, innovation, proactive attitude	<input type="text"/>	<input type="text"/>
Dependability	Punctuality, consistency, reliability	<input type="text"/>	<input type="text"/>
Teamwork	Cooperation, respect, contribution to team goals	<input type="text"/>	<input type="text"/>

Key Achievements
<input type="text"/>
Strengths
<input type="text"/>
Areas for Improvement
<input type="text"/>
Development Goals/Action Plans

Employee Comments

Signatures

Employee Signature:

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

Manager Signature:

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