

Annual Employee Assessment Form

The **annual employee assessment form** example provides a structured format to evaluate an employee's performance, skills, and achievements over the year. It facilitates clear communication between managers and employees, promoting growth and development. Using this template ensures a consistent and fair review process across the organization.

Employee Information			
Employee Name:	<input type="text"/>	Position/Title:	<input type="text"/>
Department:	<input type="text"/>	Review Period:	<input type="text"/>
Reviewer Name:	<input type="text"/>	Date:	<input type="text"/>

Performance Assessment		
Criteria	Rating (1-5)	Comments/Examples
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity & Efficiency	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text"/>	<input type="text"/>
Initiative & Problem-Solving	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>

Overall Comments & Achievements
<div>Summarize the employee's key achievements, strengths, and contributions over the year.</div>
Goals & Development Plan
<div>Set objectives and areas for improvement for the coming year. Include skills or training to focus on.</div>

Employee Signature: _____ Date: _____

Reviewer Signature: _____ **Date:** _____