

Annual Employee Performance Report Sample

The **annual employee performance report sample** provides a structured template to evaluate and document employee achievements, strengths, and areas for improvement over the year. It helps managers deliver clear, consistent feedback and set goals aligned with organizational objectives. Utilizing this sample ensures an efficient and comprehensive review process.

Employee Information

Name:	John Doe
Department:	Sales
Position:	Account Executive
Report Period:	January 1, 2023 - December 31, 2023
Manager:	Jane Smith

Performance Summary

John consistently achieved and exceeded sales targets, demonstrating strong negotiation skills and client relationship management. He contributed to team objectives and proactively provided solutions to client needs. John is a valued team member recognized for his professionalism, positive attitude, and dedication to continuous improvement.

Key Accomplishments

- Surpassed annual sales quota by 12%.
- Secured three major accounts, contributing \$500,000 in revenue.
- Received "Top Performer" award for Q2 and Q3.
- Mentored two new team members, supporting their onboarding.

Strengths

- Excellent communication and interpersonal skills
- Strong problem solving and decision making
- Highly reliable and consistent performer
- Positive and collaborative team player

Areas for Improvement

- Further develop advanced sales techniques
- Enhance time management to balance client workload
- Attend additional training in digital sales tools

Goals for Next Year

- Increase sales revenue by 15% through upselling current accounts.
- Complete advanced negotiation skills training by Q2.
- Lead at least one cross-departmental project.
- Participate in monthly team knowledge-sharing sessions.

Manager's Comments

John has made substantial contributions to the team and organization this year. His commitment to excellence and willingness to assist others set a great example. Continued focus on professional development will ensure even greater success in the future.

Employee Comments

I appreciate the support from my manager and team throughout the year. I look forward to new challenges and further growth in my role.

Signatures

Employee Signature

Date

Manager Signature

Date