

# Annual Staff Evaluation Form Sample

The **annual staff evaluation form sample** provides a structured template for assessing employee performance over the year. It helps managers deliver clear feedback and identify areas for professional growth. Utilizing this form ensures consistent and objective staff reviews across the organization.

## Employee Information

Name		Employee ID	
Job Title		Department	
Evaluation Period			
Supervisor			

### 1. Job Knowledge and Skills

Description	Rating (1-5)	Comments
Demonstrates understanding of job duties and required skills		

### 2. Quality of Work

Description	Rating (1-5)	Comments
Produces accurate and thorough work with attention to detail		

### 3. Communication

Description	Rating (1-5)	Comments
Communicates effectively with team members, clients, and management		

### 4. Initiative & Problem Solving

Description	Rating (1-5)	Comments
Takes initiative; identifies and solves problems independently		

### 5. Teamwork & Collaboration

Description	Rating (1-5)	Comments
Works well within a team and contributes to a positive work environment		

### 6. Attendance & Punctuality

Description	Rating (1-5)	Comments
Demonstrates dependable attendance and punctuality		

### 7. Goals and Professional Development

Current Year's Goals & Achievements	Status/Comments

Goals for Next Year	Development/Training Needs

### 8. Overall Performance Summary

## 9. Employee Comments

<b>Employee Signature</b>		<b>Date</b>	
<b>Supervisor Signature</b>		<b>Date</b>	