

# Annual Employee Evaluation Report

This **annual employee evaluation report template** streamlines the performance review process by providing a clear and organized framework. It helps managers assess key competencies, track progress, and set future goals effectively. Using this template ensures consistent and constructive feedback, enhancing employee development and productivity.

## Employee Information

Employee Name	<div></div>	Employee ID	<div></div>
Position/Title	<div></div>	Department	<div></div>
Manager/Supervisor	<div></div>	Evaluation Period	<div></div>

## Performance Summary

Provide a brief summary of the employee's overall performance and accomplishments during the review period.

## Key Competencies Assessment

Competency	Rating (1-5)	Comments
Job Knowledge	<div></div>	<div></div>
Quality of Work	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Dependability	<div></div>	<div></div>
Initiative	<div></div>	<div></div>

## Achievements and Strengths

Describe the employee's key achievements and strengths during the period.

## Areas for Improvement

Identify areas for growth and suggestions for how the employee can improve.

## Goals for Next Year

Goal	Action Plan	Timeline

## Additional Comments

Employee Signature		Date	
Manager Signature		Date	