

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 | _____ | Employee ID | _____ |
| Position/Title | _____ | Department | _____ |
| Manager/Supervisor | _____ | Evaluation Period | _____ |

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 | ____ | _____ |
| Quality of Work | ____ | _____ |
| Communication | ____ | _____ |
| Teamwork | ____ | _____ |
| Dependability | ____ | _____ |
| Initiative | ____ | _____ |

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 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Additional Comments

| | | | |
|--------------------|-------|------|-------|
| Employee Signature | <hr/> | Date | <hr/> |
| Manager Signature | <hr/> | Date | <hr/> |