Annual Performance Feedback Form Sample

Use this **annual performance feedback form sample** to efficiently evaluate employee achievements and areas for improvement over the year. It is designed to facilitate clear communication between managers and staff, promoting professional development. This template ensures a structured and comprehensive review process tailored to organizational goals.

Employee Information

Employee Name	
Job Title	
Department	
Reviewer Name	
Review Period	e.g., Jan 2023 - Dec 2023

Key Achievements

List and describe notable accomplishments during the review period.

Core Competencies Assessment

Competency	Outstanding	Meets Expectations	Needs Improvement	Comments
Quality of Work	○	○	○	
Teamwork	○	○	○	
Communication	○	○	○	
Initiative	○	○	○	
Dependability	○	○	○	

Areas for Improvement

Identify growth opportunities and recommendations for development.

Professional Development Goals

Set targets or objectives for the upcoming year.

Employee Comments (Optional)

Employee can provide additional comments or feedback here.

Manager's Overall Comments

Summarize the review and outline next steps.

Submit Performance Review