

Annual Employee Performance Report Template

This **annual employee performance report template** streamlines the evaluation process by providing a clear and organized format to assess staff achievements and areas for improvement. It facilitates consistent performance tracking and supports data-driven decision making. Ideal for HR professionals aiming to enhance workforce productivity and development.

Employee Information

Employee Name	<input type="text"/>
Job Title	<input type="text"/>
Department	<input type="text"/>
Manager/Supervisor	<input type="text"/>
Review Period	From: <input type="text"/> To: <input type="text"/>

Performance Summary

Summarize overall employee performance for the period under review.

Key Responsibilities & Objectives

Responsibility/Objective	Performance Rating	Comments
<input type="text"/>	<div>Exceeded Expectations</div>	<input type="text"/>
<input type="text"/>	<div>Exceeded Expectations</div>	<input type="text"/>

Core Competencies Assessment

Competency	Rating	Comments
Communication	<div>Excellent</div>	<input type="text"/>
Teamwork	<div>Excellent</div>	<input type="text"/>
Problem Solving	<div>Excellent</div>	<input type="text"/>
Adaptability	<div>Excellent</div>	<input type="text"/>

Achievements & Strengths

Highlight notable achievements and key strengths demonstrated during the review period.

Areas for Improvement

Provide suggestions for skills, behaviors, or knowledge to improve.

Professional Development Goals

Goal	Action Plan	Target Date

Signatures

Employee Signature	Date
Reviewer Signature	Date