

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	_____
Job Title	_____
Department	_____
Manager/Supervisor	_____
Review Period	From: _____ To: _____

Performance Summary

Summarize overall employee performance for the period under review.

Key Responsibilities & Objectives

Responsibility/Objective	Performance Rating	Comments
_____	Exceeded Expectations <input type="button" value="▼"/>	_____
_____	Exceeded Expectations <input type="button" value="▼"/>	_____

Core Competencies Assessment

Competency	Rating	Comments
Communication	Excellent <input type="button" value="▼"/>	_____
Teamwork	Excellent <input type="button" value="▼"/>	_____
Problem Solving	Excellent <input type="button" value="▼"/>	_____
Adaptability	Excellent <input type="button" value="▼"/>	_____

Achievements & Strengths

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

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Areas for Improvement

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

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Professional Development Goals

Goal	Action Plan	Target Date
_____	_____	_____
_____	_____	_____

Signatures

Employee Signature	Date
_____	_____
Reviewer Signature	Date
_____	_____