

# Employee Performance Assessment Form

Use this **employee performance assessment form** sample to streamline annual reviews and ensure consistent, comprehensive evaluations. It helps managers provide clear feedback and set goals for professional growth. Improve workforce productivity and engagement by leveraging this structured tool.

## Employee Information

**Employee Name**

**Employee ID**

**Department**

**Review Period**

**Reviewer Name**

## Assessment Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Dependability	<input type="text"/>	<input type="text"/>

## Overall Strengths

## Areas for Improvement

## Goals for Next Year

## Employee Comments (Optional)

## Signatures

Employee Signature

Reviewer Signature

Date

[Submit Review](#)