

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	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Dependability	<div></div>	<div></div>

Overall Strengths

Areas for Improvement

Goals for Next Year

Employee Comments (Optional)

Signatures

Employee Signature

Reviewer Signature

Date

Submit Review