

Supervisor Evaluation Form - Annual Review

The **supervisor evaluation form sample** for annual review is designed to facilitate a comprehensive assessment of employee performance. This form helps supervisors provide structured feedback and set goals for professional growth. Utilizing this sample ensures consistency and clarity during the review process.

Employee Information

Employee Name:

Position/Title:

Supervisor Name:

Review Period:

e.g. Jan 2023 - Dec 2023

Performance Assessment

Criteria	Rating (1 - Unsatisfactory, 5 - Excellent)	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Teamwork/Collaboration	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Dependability	<div></div>	<div></div>

Employee Strengths

Describe employee's key strengths...

Areas for Improvement

Describe areas where improvement is needed...

Goals & Development Plans

List goals and development plans for the upcoming year...

Additional Supervisor Comments

Signatures

Employee Signature:

Supervisor Signature:

Date: