

# Annual Performance Evaluation Form Sample

The **Annual Performance Evaluation Form** sample provides a structured template to assess employee performance effectively throughout the year. It facilitates clear communication of goals, achievements, and areas for improvement to enhance overall productivity. Utilizing this form ensures a consistent and fair review process within the organization.

Employee Details			
Employee Name	<input type="text"/>	Department	<input type="text"/>
Position	<input type="text"/>	Review Period	<input type="text"/>
Reviewer	<input type="text"/>		

Key Performance Areas		
Performance Area	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"/>

Achievements
List significant achievements during the review period:
<input type="text"/>

Areas for Improvement
Identify areas requiring development or improvement:
<input type="text"/>

Goals for Next Review Period
List recommended goals or objectives for the next period:
<input type="text"/>

**Employee Comments**

Employee feedback or comments:

**Signatures**

<b>Employee Signature</b>	<div></div>	<b>Date</b>	<div></div>
<b>Reviewer Signature</b>	<div></div>	<b>Date</b>	<div></div>

Submit Evaluation