

# 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:

## Areas for Improvement

Identify areas requiring development or improvement:

## Goals for Next Review Period

List recommended goals or objectives for the next period:

## Employee Comments

Employee feedback or comments:

## Signatures

Employee Signature	<input type="text"/>	Date	<input type="text"/>
Reviewer Signature	<input type="text"/>	Date	<input type="text"/>