

# Annual Team Evaluation Form

The **annual team evaluation form sample** for organizations is a structured tool designed to assess team performance and dynamics effectively. It helps identify strengths, areas for improvement, and fosters constructive feedback to enhance collaboration and productivity. Utilizing this form annually ensures continuous growth and alignment with organizational goals.

## Team Details

Team Name:

Team Leader:

Evaluation Period:

e.g., Jan 2023 - Dec 2023

## Team Performance Assessment

| Criteria                     | Excellent   | Good        | Fair        | Poor        |
|------------------------------|-------------|-------------|-------------|-------------|
| Achievement of Goals         | <div></div> | <div></div> | <div></div> | <div></div> |
| Collaboration & Teamwork     | <div></div> | <div></div> | <div></div> | <div></div> |
| Communication                | <div></div> | <div></div> | <div></div> | <div></div> |
| Problem-solving & Innovation | <div></div> | <div></div> | <div></div> | <div></div> |
| Accountability               | <div></div> | <div></div> | <div></div> | <div></div> |

## Comments & Recommendations

What are the team's key strengths?

What areas need improvement?

Suggestions for training or development:

Additional feedback:

Submit Evaluation

