

Annual Job Assessment Form

The **annual job assessment form** sample is an essential tool for HR managers to evaluate employee performance systematically. It helps in identifying strengths, areas for improvement, and setting future goals. Utilizing this form ensures a consistent and fair review process throughout the organization.

Instructions: Please complete all sections below. Use additional comments where necessary.

Employee Name		Employee ID	
Department		Position	
Reviewer Name		Review Period	
Date of Review			

1. Key Responsibilities & Performance Ratings

Responsibility / Goal	Rating (1-5)	Comments

2. Core Competencies

Competency	Rating (1-5)	Comments
Teamwork & Collaboration		
Communication		
Problem-Solving		
Initiative		
Adaptability		

3. Major Achievements

List key accomplishments during the review period:

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-
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4. Areas for Improvement

Specify areas where growth or additional support is needed:

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5. Goals & Development Plan for Next Year

Set 2-3 goals for the upcoming review period:

- 1.
- 2.
- 3.

6. Additional Comments

7. Signatures

Employee Signature: _____
Date: _____

Reviewer Signature: _____
Date: _____

Please submit the completed form to HR for record-keeping.