

# 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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## 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.