

Annual Manager Evaluation Form

Use this **annual manager evaluation form** sample to effectively assess employee performance and provide constructive feedback. It helps streamline the review process by focusing on key areas such as achievements, strengths, and improvement opportunities. Implementing this form ensures consistent and comprehensive evaluations year after year.

Employee Information

Employee Name:	<div></div>
Department:	<div></div>
Position:	<div></div>
Manager's Name:	<div></div>
Review Period:	<div></div>
Date of Evaluation:	<div></div>

Performance Evaluation

Criteria	Rating (1-5)	Comments
Job Knowledge & Skills	<div></div>	<div>Comments on employee's expertise and</div>
Quality of Work	<div></div>	<div>Comments on accuracy, thoroughness, a</div>
Productivity & Efficiency	<div></div>	<div>Comments on time management and out</div>
Communication	<div></div>	<div>Comments on clarity and effectiveness...</div>
Teamwork & Collaboration	<div></div>	<div>Comments on cooperation and support..</div>
Problem Solving & Initiative	<div></div>	<div>Comments on decision-making and crea</div>
Adaptability & Flexibility	<div></div>	<div>Comments on handling change and new</div>
Reliability & Attendance	<div></div>	<div>Comments on dependability and punctua</div>

Achievements

List the key achievements since the last evaluation:

Notable accomplishments, projects, or objectives met...

Strengths

Highlight key strengths and positive attributes:

Core competencies, talents, or qualities...

Areas for Improvement

Identify development needs or areas for growth:

Skills, behaviors or knowledge to improve...

Manager's Overall Comments

Summary assessment and general comments...

Action Plan & Goals for Next Year

Outline goals, training, or support for the next review period:

Development initiatives, targets, or projects...

Manager's Signature:

Date:

Employee's Signature:

Date:
