

Annual Employee Evaluation Form Sample

The **annual employee evaluation form sample** provides a structured template for assessing employee performance over the year. It helps managers deliver clear feedback and set goals for future growth. Using this form improves communication and supports professional development within the organization.

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

e.g., Jan-Dec 2023

Performance Evaluation

Quality of Work:

Select

Communication Skills:

Select

Teamwork:

Select

Dependability:

Select

Initiative:

Select

Goals & Development

Key Achievements:

Areas for Improvement:

Goals for Next Year:

Signatures

Employee Signature:

Manager Signature:

Date:

Submit Evaluation