

# Annual Employee Performance Review Checklist

The **annual employee performance review checklist** is an essential tool for systematically evaluating staff achievements and areas for improvement over the year. It ensures that feedback is comprehensive, covering goals, skills, and development plans. Utilizing this checklist promotes transparent communication and supports employee growth within the organization.

## Employee Information

- ☐ Employee Name:
- ☐ Job Title:
- ☐ Department:
- ☐ Reviewer:
- ☐ Date of Review:

## Performance Goals

- ☐ Review achievement of last year's goals
- ☐ Assess progress toward current objectives
- ☐ Identify goals met, exceeded, or not met
- ☐ Document evidence/examples of successes

## Core Competencies & Skills

- ☐ Job-specific skills
- ☐ Communication
- ☐ Collaboration & teamwork
- ☐ Problem-solving
- ☐ Adaptability
- ☐ Initiative
- ☐ Time management & punctuality

## Strengths & Accomplishments

- ☐ Key achievements
- ☐ Positive feedback from colleagues/clients
- ☐ Notable contributions to team or projects

## Areas for Improvement

- ☐ Identified skill gaps
- ☐ Opportunities for further development
- ☐ Feedback/action items from peers or managers

## Development Plans & Goals

- ☐ Agree on training or courses
- ☐ Set goals for the upcoming year
- ☐ Outline support/resources needed

## Feedback & Sign-Off

- ☐ Gather employee's self-assessment
- ☐ Provide manager's feedback
- ☐ Schedule follow-up/review date
- ☐ Obtain signatures (employee & manager)

**Note:** This checklist serves as a starting point. Customize sections to fit your organization's review process and culture.