

Annual performance review *all* template



Performance criteria

- Job knowledge and skills
- Quality of work
- Productivity
- Dependability
- Cooperation
- Initiative
- Leadership (if applicable)

Performance ratings

- Rating for each performance criterion
(using a pre-defined scale, for example, 1-5)
- Justification and examples for each rating

Summary of performance

- Overall rating
- Major accomplishments
- Challenges encountered and how they were addressed

Goals and objectives

- Review of goals set during the previous performance review
- Assessment of progress made toward those goals
- Setting new goals for the next performance review period



Professional development

- Identification of strengths and areas for improvement
- Discussion on professional growth and development opportunities
- Training or resources required to support professional development

Employee comments

- Employee's feedback on the review process
- Employee's perspective on the performance ratings and comments

