**Annual Performance Review Form**

**Employee Information**

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| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Designation/Job Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor/Manager:** |  | **Review Period:** |  |
| **Date of Evaluation:** |  |  |  |

**Section 1: Performance Criteria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Performance Area** | **Description** | **Rating (1–5)** | **Comments** |
| 1 | **Job Knowledge** |  |  |  |
| 2 | **Quality of Work** |  |  |  |
| 3 | **Productivity & Efficiency** |  |  |  |
| 4 | **Communication Skills** |  |  |  |
| 5 | **Teamwork & Collaboration** |  |  |  |
| 6 | **Initiative & Problem-Solving** |  |  |  |
| 7 | **Dependability & Attendance** |  |  |  |
| 8 | **Adaptability** |  |  |  |
| 9 | **Leadership (if applicable)** |  |  |  |
| 10 | **Customer Service / Client Relations** | Responds professionally to client needs |  |  |

**Section 2: Overall Performance Rating**

|  |  |  |  |
| --- | --- | --- | --- |
| **Average Rating** | 4.3 | **Performance Level** | Exceeds Expectations |

**Rating Scale:**  
1 – Unsatisfactory | 2 – Needs Improvement | 3 – Meets Expectations | 4 – Exceeds Expectations | 5 – Outstanding

**Section 3: Key Achievements**

List significant accomplishments during the review period:

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**Section 4: Areas for Improvement**

Identify performance gaps or development areas:

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**Section 5: Training & Development Plan**

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| --- | --- | --- |
| **Training / Skill** | **Purpose** | **Target Date** |
|  |  |  |
|  |  |  |

**Section 6: Goals for Next Year**

|  |  |  |
| --- | --- | --- |
| **Goal Description** | **Target Completion Date** | **Progress Indicator** |
|  |  |  |
|  |  |  |

**Section 7: Signatures**

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| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Employee |  |  |  |
| Supervisor / Manager |  |  |  |
| HR Representative |  |  |  |