**Annual Job Performance Review**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Conducted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Using the chart below, allocate the appropriate rating in the following tables, based on the employee’s overall performance that have been observed throughout the year.

**Performance Evaluation Table:**

|  |  |
| --- | --- |
| Excellent | Employee continuously surpasses goals and expectations |
| Very Good | Employee surpasses expectations regularly |
| Good | Employee continuously meets expectation |
| Moderate | Employee occasionally meets expectation |
| Poor | Employee fails to meet expectations |

**Major responsibility and performance:**

|  |  |  |
| --- | --- | --- |
| Main Task, Responsibilities and Goals | Comments/ Recommendations | Overall Performance Evaluation |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Workplace Skills and Performance:**

|  |  |  |
| --- | --- | --- |
| Skills | Comments/Recommendations | Overall Performance Evaluation |
| **Reliability**- Employee completes tasks in a timely manner, while demonstrating high quality work. Employee is able to manage time effectively and in an organized manner. |  |  |
| **Communication Skills** – Both written and verbal communication is completed professionally. Employee can effectively distribute directions and share information with others. |  |  |
| **Team Player** – Employee respects colleague’s ideas and is able to work cooperatively with others. |  |  |
| **Problem Solving** **Skills**- Able to solve problems independently however, is also able to uses his or her resources, effectively. |  |  |

**Overall Performance Evaluation:**

|  |  |
| --- | --- |
| General Comments: | |
| Strength: | |
| Weaknesses: | |
| Overall Grading:  (from performance evaluation table) |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_