

Annual Employee Review Worksheet

Employee Name

Position/Title

Department

Review Period

e.g. Jan 2023 - Dec 2023

Supervisor/Manager

Core Competencies

Competency Area	Comments	Rating (1-5)
Job Knowledge	<input type="text"/>	<input type="text"/>
Quality of Work	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Dependability	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>

Achievements/Highlights

List key accomplishments during the review period

Areas for Improvement

Identify opportunities for growth or improvement

Goals for Next Review Period

Set objectives for the coming year

Additional Comments

Employee Signature

Date

Supervisor/Manager Signature

Date