

# 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	<div></div>	<div></div>
Quality of Work	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Dependability	<div></div>	<div></div>
Initiative	<div></div>	<div></div>

## 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