

Annual Employee Evaluation

Employee Name:

Position/Title:

Department:

Supervisor:

Review Period:

Date of Evaluation:

Job Performance

Describe the employee's primary job responsibilities and performance:

Strengths

List and describe employee's strengths during this period:

Areas for Improvement

Identify any areas where improvement is needed:

Goals for Next Evaluation Period

List goals or objectives for the employee:

Comments

Additional supervisor comments:

Employee Signature:

Date:

Supervisor Signature:

Date: