

# 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: