

Annual Employee Review - Feedback Form

Employee Information

Employee Name

Job Title

Department

Reviewer Name

Review Date

Performance Overview

Summary of Performance

Key Competencies Assessment

| Competency | Comments/Examples |
|-----------------|-------------------|
| Job Knowledge | |
| Quality of Work | |
| Communication | |
| Teamwork | |
| Initiative | |
| Problem Solving | |
| Dependability | |

Achievements

Notable Achievements/Results

Areas for Improvement

Suggested Areas for Development & Improvement

Goals for Next Review Period

Set SMART Goals for the Coming Year

Employee Comments

Employee Feedback/Comments (optional)

Signatures

| Employee Signature | Date | Reviewer Signature | Date |
|--------------------|------|--------------------|------|
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