

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