

# Annual Staff Performance Assessment Report

## Employee Information

Employee Name:

Employee ID:

Designation/Position:

Department:

Assessment Period:

Assessment Date:

Supervisor/Assessor:

## Performance Criteria

Criteria	Rating (1-5)	Comments
Quality of Work		
Productivity & Efficiency		
Teamwork & Collaboration		
Communication Skills		
Initiative & Dependability		
Punctuality & Attendance		
Adherence to Policies		
Overall Performance		

## Key Achievements

List key achievements, significant contributions, or exceeded objectives...

## Areas for Improvement

Mention areas that require improvement, with suggestions or action items...

## Supervisor's Overall Comments

Provide a summary assessment, recommendations for training or career development...

## Employee's Comments

Employee may add comments or feedback...

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Supervisor/Assessor Signature  
Date: \_\_\_\_\_

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Employee Signature  
Date: \_\_\_\_\_