

Annual KPI Performance Report

1. Employee Information

Name
Position / Title
Department
Employee ID
Period Covered

2. KPI Targets and Results

#	KPI	Target	Actual	Achievement (%)	Remarks
1					
2					

3. Key Achievements

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4. Challenges & Areas for Improvement

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5. Supervisor's Comments

6. Employee's Comments

Employee Signature
Supervisor Signature
Date
Date