

Performance Review & Measurement Template

Annual Plan (Sample)

Employee Information

Name		Position	
Department		Review Period	
Reviewer		Date	

Objectives & Key Results

Objective	Key Results / KPIs	Target	Result	Status

Competency Assessment

Competency	Rating	Comments
Communication		
Collaboration		
Problem Solving		
Other		

Achievements & Highlights

Describe key achievements and notable contributions during the review period...

Development & Growth Plan

Outline development goals, training needs, and support required for the upcoming year...

Additional Reviewer Comments

Any other comments or recommendations...

