

# Employee Annual Performance Evaluation

Employee Name:

Employee ID:

Department:

Job Title:

Review Period:

## Performance Criteria

Criteria	Comments	Rating (1-5)
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Communication Skills	<div></div>	<div></div>
Teamwork/Collaboration	<div></div>	<div></div>
Initiative	<div></div>	<div></div>
Attendance/Punctuality	<div></div>	<div></div>

## Major Achievements

## Areas for Improvement

Goals for Next Year

Employee Signature

Date:

Manager Signature

Date: