

# Human Resources Personnel Annual Performance Review Sheet

## Employee Information

Name		Employee ID	
Position/Title		Department	
Review Period	e.g., Jan 2023 - Dec 2023	Review Date	
Supervisor			

## Performance Criteria

Criteria	Comments	Rating (1=Poor - 5=Excellent)
Job Knowledge		<input type="checkbox"/>
Quality of Work		<input type="checkbox"/>
Productivity		<input type="checkbox"/>
Communication		<input type="checkbox"/>
Teamwork		<input type="checkbox"/>
Dependability		<input type="checkbox"/>

Initiative

## Overall Performance Summary

## Goals & Development Plans

## Employee Comments (Optional)

## Signatures

Employee Signature		Date	
Supervisor Signature		Date	