

Human Resources Personnel Annual Performance Review Sheet

Employee Information

Name	<input type="text"/>	Employee ID	<input type="text"/>
Position/Title	<input type="text"/>	Department	<input type="text"/>
Review Period	<input type="text" value="e.g., Jan 2023 - Dec 2023"/>	Review Date	<input type="text"/>
Supervisor	<input type="text"/>		

Performance Criteria

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

Initiative	<div></div>	<div></div>
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Overall Performance Summary

Goals & Development Plans

Employee Comments (Optional)

Signatures

Employee Signature		Date	
Supervisor Signature		Date	