

IT Specialist Performance Review

Annual Assessment

Employee Information

Name

Employee ID

Department

Review Period

e.g., Jan 2023 - Dec 2023

Reviewer

Core Competencies

Competency	Rating (1-5)	Comments
Technical Knowledge	<div></div>	<div></div>
Problem Solving	<div></div>	<div></div>
Communication Skills	<div></div>	<div></div>
Teamwork & Collaboration	<div></div>	<div></div>
Adaptability	<div></div>	<div></div>

Key Responsibilities & Achievements

Summary

Describe key job functions, achievements, and milestones...

Goals Assessment

Achievements vs. Goals

Discuss the extent to which goals from the previous period were met...

Areas for Improvement

Highlight areas where improvement is needed...

Goals for Next Review Period

Set objectives for the upcoming assessment period...

Employee Comments

Employee's feedback or comments...

Reviewer Comments

Reviewer's additional remarks...

Date of Review

Signatures

Employee

Signature

Reviewer

Signature