

# 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	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text"/>	<input type="text"/>
Adaptability	<input type="text"/>	<input type="text"/>

## 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