

Employee Performance Review

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Annual Performance Evaluation Form

Employee Information

Employee Name:

Employee ID:

Position/Title:

Department:

Review Period:

Review Date:

Performance Ratings

Rate each category on a scale of 1-5: (1) Needs Improvement, (2) Below Expectations, (3) Meets Expectations, (4) Exceeds Expectations, (5) Outstanding

Job Knowledge & Skills

Understanding of role and technical competencies

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1

2

3

4

5

Comments:

Quality of Work

Accuracy, thoroughness, and attention to detail

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1

2

3

4

5

Comments:

Productivity

Efficiency and ability to meet deadlines

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1

2

3

4

5

Comments:

Communication

Verbal, written, and interpersonal skills

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1 2 3 4 5

Comments:

Teamwork & Collaboration

Working effectively with others

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1 2 3 4 5

Comments:

Initiative & Innovation

Proactive approach and creative problem-solving

☐☐☐☐☐

1 2 3 4 5

Comments:

Leadership & Mentoring

Guiding and supporting team members

☐☐☐☐☐

1 2 3 4 5

Comments:

Adaptability

Flexibility and response to change

☐☐☐☐☐

1 2 3 4 5

Comments:

Attendance & Punctuality

Reliability and time management

☐☐☐☐☐

1 2 3 4 5

Comments:

Professional Development

Commitment to learning and growth

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1 2 3 4 5

Comments:

Goals & Achievements

Key Achievements This Period:

List significant accomplishments and contributions

1. _____
2. _____
3. _____
4. _____

Progress on Previous Goals:

Review goals set during the last performance review

Areas for Development

Skills to Improve:

Identify areas where growth is needed

1. _____
2. _____
3. _____

Suggested Training & Development:

Recommended courses, workshops, or mentoring

Goals for Next Review Period

Goal 1:

Target Date:

Success Metrics:

Goal 2:

Target Date:

Success Metrics:

Goal 3:

Target Date:

Success Metrics:

Goal 4:

Target Date:

Success Metrics:

Goal 5:

Target Date:

Success Metrics:

Additional Comments

Manager's Comments:

Employee's Comments:

Overall Performance Rating

☐ 1 - Needs Improvement

☐ 2 - Below Expectations

☐ 3 - Meets Expectations

☐ 4 - Exceeds Expectations

☐ 5 - Outstanding

Signatures

Employee Signature:

Manager Signature:

Date:

Date:

HR Representative Signature:

Senior Manager Signature (if applicable):

Date:

Date:

