# Annual Review Form

**Purpose:** This form is used by managers and team members to conduct a formal review of an employee's performance during the past year. It helps to assess accomplishments, identify areas for improvement, and set goals for the future.

## Employee Information

**Name:** {employeeName}

**Department:** {department}

**Job Title:** {jobTitle}

**Review Period:** {reviewPeriod}

**Reviewer:** {reviewerName}

## Performance Evaluation

|  |  |  |
| --- | --- | --- |
| **Category** | **Rating** | **Comments** |
| {#performanceCategories}{category} | {rating} | {comments}{/performanceCategories} |

### Rating Scale:

1. **1** – Performance does not meet expectations
2. **2** – Needs improvement
3. **3** – Meets expectations
4. **4** – Exceeds expectations
5. **5** – Outstanding performance

## Key Achievements

{#keyAchievements}

* {achievement}

{/keyAchievements}

## Areas for Improvement

{#areasForImprovement}

* {area}

{/areasForImprovement}

## Training and Development

{#trainingDevelopment}

* **{title}:** {description}

{/trainingDevelopment}

## Employee Comments

*{employeeComments}*

## Goals for Next Review Period

{#goals}

* **{goalTitle}:** {goalDescription}

{/goals}

## Additional Notes

{additionalNotes}

## Signatures

|  |  |
| --- | --- |
| **Employee Signature:** | {employeeSignature} |
| **Reviewer Signature:** | {reviewerSignature} |
| **Date of Review:** | {reviewDate} |