



# Annual Performance Review

<b>Employee Name</b>			
<b>Position</b>			
<b>Review Period</b>			
<b>Reviewer Name</b>			
<b>Category</b>	<b>Performance Criteria</b>	<b>Employee's Performance</b>	<b>Comments/ Feedback</b>
<b>Job Knowledge</b>	Knowledge of responsibilities and tasks		
	Understanding of company policies and procedures		
	Application of knowledge to tasks and projects		
<b>Quality of Work</b>	Accuracy and attention to detail		
	Consistency in quality		
	Ability to solve problems and make decisions independently		



<b>Communication skills</b>	Clear and effective communication with colleagues and clients		
	Active listening skills		
	Ability to give and receive constructive feedback		
<b>Teamwork</b>	Collaboration with team members		
	Willingness to assist others and share knowledge		
	Contribution to team goals and objectives		
<b>Initiative</b>	Proactiveness in taking on new tasks and responsibilities		
	Ability to work independently and show initiative		
	Creative problem-solving skills		
<b>Overall performance</b>	Overall performance rating		
	Strengths		



[Chat and collaborate with your team using Pumble, a FREE business messaging app](#)

	Areas for improvement		
--	-----------------------	--	--



[Chat and collaborate with your team using Pumble, a FREE business messaging app](#)