

Annual Performance Review

Employee name			
Position			
Review period			
Reviewer name			
Category	Performance criteria	Employee's performance	Comments/ feedback
Job knowledge	Knowledge of responsibilities and tasks		
	Understanding of company policies and procedures		
	Application of knowledge to tasks and projects		
Quality of work	Accuracy and attention to detail		
	Consistency in quality		
	Ability to solve problems and make decisions independently		

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



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