**Employee Annual Performance Review**

**Employee Information**

**dffdf**

|  |  |
| --- | --- |
| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Direct Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Employee Rating Scale**

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|  |  |
| --- | --- |
|  1 | Unsatisfactory  |
| 2 | Needs Development |
| 3 | Meets Expectations |
| 4 | Exceeds Expectations |
| 5 | Outstanding |

**Employee Performance Rating**

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|  |  |  |
| --- | --- | --- |
| **Review Area** | **Rating****(1,2,3,4,5)** | **Notes** |
| **Job Knowledge:**The employee demonstrates job relevant knowledge and essential skills for his/her job. |  |  |
| **Productivity:**The employee output compared to the expectations of his/her specific position. |  |  |
| **Growth:**The employee progression over the previous year. |  |  |

|  |  |  |
| --- | --- | --- |
| **Communication:**The employee’s ability to communicate well with other employees, management, subordinates, and clients. |  |  |
| **Attitude:**The extent to which the employee demonstrates a positive attitude at work. |  |  |
| **Attendance/Punctuality:**Arrival to work on time and meeting deadlines. |  |  |
| **Initiative:**The extent to which the employee is self-directed and creative in performing job duties. |  |  |
| **Leadership:**The extent to which the employee demonstrates leadership skills in his/her department and in the company. |  |  |
| **Overall Rating** ***(Average rating of the numbers above)*** |  |

**RATER’S OVERALL COMMENTS:**

**EMPLOYEE’S COMMENTS (Use attachments, if necessary):**

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVELUATOR’S NAME:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVELUATOR’S SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE’S REFUSAL TO SIGN**: I certify that this performance appraisal was discussed with the employee who refused to sign it.