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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Annual Employee Review**

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| **Annual Performance Review with Self-review** | | | | | |
| **Adele Vance:**  Retail Manager |  | | **Reviewer:** Miriam Graham **Review Period:**  **Self-review submitted on:  Review Due: Finalize Due:** | | |
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| This employee self-evaluation serves as a tool in assisting employees and supervisors in conducting a thorough and accurate annual performance review. The answers provided should reflect your personal view and understanding of your job responsibilities, performance, and expectations | | | | | |
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| **1. Annual Evaluation with Self-review Questions** (The answers provided should reflect your personal view and understanding of your job responsibilities, performance, and expectations.) | | | | | |
|
| **Q1:** Describe your current position. Make notes of any significant changes since last year's review. | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** Which job responsibilities do you think are the most important? Explain why. | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** What aspect of your role do you enjoy the most? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q4:** Have there been any circumstances that have hindered or helped your performance this year? If yes, explain them and how did they affect your position? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q5:** If you could change anything about your job or upper management's job, what would you change and how? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q6:** Did you encounter a major challenge in your profession this year? If so, how did you overcome it? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q7:** What do you consider to be your biggest accomplishments with the greatest results this year? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q8:** Did you have enough constructive criticism and feedback throughout this year? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **2. Core Values** (Choose your answer on drop down menu) | | | | | |
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| **Q1:** Reliably honours all commitments to their position and profession. | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Below average/Average/Above Average/Excellent | | | | Below average/Average/Above Average/Excellent | |
| **Q2:** Actively looks for ways to improve processes and communicates ideas openly without being asked to do so. | | | | | |
|
| **Adele's answers** | | | | **Miriam's answers** | |
| Below average/Average/Above Average/Excellent | | | | Below average/Average/Above Average/Excellent | |
| **Q3:** Makes decisions with a focus on what is best for the team, not for the individual achievement. | | | | | |
|
| **Adele's answers** | | | | **Miriam's answers** | |
| Below average/Average/Above Average/Excellent | | | | Below average/Average/Above Average/Excellent | |
| **Q4:** Is a constructive communicator and is capable of discussing difficult issues effectively and to the point. | | | | | |
|
| **Adele's answers** | | | | **Miriam's answers** | |
| Below average/Average/Above Average/Excellent | | | | Below average/Average/Above Average/Excellent | |
| **Q5:** Exceeds expectations in arriving on time for work, including meetings and conferences. | | | | | |
|
| **Adele's answers** | | | | **Miriam's answers** | |
| Below average/Average/Above Average/Excellent | | | | Below average/Average/Above Average/Excellent | |
| **3. Goal Oriented Questions** | | | | | |
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| **Q1:** What goals from the last assessment have you achieved? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q2:** What professional goals from the last review period were not accomplished and why? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q3:** What are your goals for the coming year and what actions will you take to accomplish these goals? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **4. Company Culture Questions** | | | | | |
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| **Q1:** what makes you proud to work at this company? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q2:** How does organization support your professional development and career growth? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Q3:** What is one thing you would change about the company if you could? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q4:** What are some of the ways the company celebrate success? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
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| **Q5:** How would you describe your work life balance? | | | | | |
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| **Adele's answers** | | | | **Miriam's answers** | |
| Lorem ipsum | | | | Lorem ipsum | |
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| **Rating of this employee (Miriam's answers) (Between 1-10)** | | | | | |
|  | **Rating** |  | **Weighted Average** | | |
| **Leadership** | 6.5 |  | 7.125 | | |
| **Cultural fit** | 8 |  |
| **Quality of work** | 7 |  |
| **Communication** | 7 |  |
| **Overall Comments** | | | | | |
|  | | | | | |
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|
| **Employee Signature** |  | | **Reviewer Signature** |  | **Date** |