****

[**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 Performance Review**

|  |
| --- |
| **Annual Performance Review with Self-review** |
| **Adele Vance:** Retail Manager |   | **Reviewer:** Miriam Graham**Review Period:** **Self-review submitted on: Review Due:Finalize Due:**  |
|
|
|
|
|
| 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 |
|
|
| **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. |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** Which job responsibilities do you think are the most important? Explain why. |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** What aspect of your role do you enjoy the most? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **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? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q5:** If you could change anything about your job or upper management's job, what would you change and how? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q6:** Did you encounter a major challenge in your profession this year? If so, how did you overcome it? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q7:** What do you consider to be your biggest accomplishments with the greatest results this year? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q8:** Did you have enough constructive criticism and feedback throughout this year? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **2. Core Values** (Choose your answer on drop down menu) |
|
| **Q1:** Reliably honours all commitments to their position and profession. |
|
| **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** |
|
| **Q1:** What goals from the last assessment have you achieved? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** What professional goals from the last review period were not accomplished and why? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** What are your goals for the coming year and what actions will you take to accomplish these goals? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **4. Company Culture Questions** |
|
| **Q1:** what makes you proud to work at this company? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q2:** How does organization support your professional development and career growth? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q3:** What is one thing you would change about the company if you could? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q4:** What are some of the ways the company celebrate success? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **Q5:** How would you describe your work life balance? |
|
| **Adele's answers** | **Miriam's answers** |
| Lorem ipsum | Lorem ipsum |
|
|
| **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** |
|  |
|
|
|
| **EmployeeSignature** |   | **ReviewerSignature** |   | **Date** |