

Annual Performance Review

A year-end evaluation covering achievements, strengths, growth areas, and goals for the year ahead.

Fillable PDF · type directly into the fields, then save or print

EMPLOYEE NAME	JOB TITLE	DEPARTMENT
MANAGER	REVIEW PERIOD	DATE OF REVIEW

1 · YEAR IN REVIEW

Key achievements this year (with specific examples)

Goals set for this year and their outcomes

GOAL	OUTCOME / RESULT	A	P	M
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A = Achieved · P = Partially achieved · M = Missed

2 · STRENGTHS & GROWTH AREAS

Key strengths (with specific examples)

Growth areas (with specific examples)

3 · OVERALL PERFORMANCE RATING

Exceptional

Exceeds expectations

Meets expectations

Developing

Needs improvement

4 · GOALS FOR NEXT YEAR

GOAL	HOW SUCCESS WILL BE MEASURED	TARGET DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5 · DEVELOPMENT & SUPPORT

Development plan for next year

Support needed from the manager

6 · EMPLOYEE COMMENTS

The employee may comment on this review below (optional)

Employee signature

Date

Manager signature

Date