| **Annual evaluation template** | | | |
| --- | --- | --- | --- |
| Employee name |  | Reviewer name |  |
| Employee ID |  | Reviewer ID |  |
| Position in the company |  | Position in the company |  |
| Department |  | Department |  |
|  | | | |
| Performance standards | Unsatisfactory | Satisfactory | Excellent |
| **Total** | **2** | **3** | **5** |
| **Individual goals (manager evaluates these goals)** | | | |
|  | Example 1 | Example 2 | Example 3 |
| Accomplishments |  |  |  |
|
| Weaknesses |  |  |  |
|
| **Goals and objectives (questions for an employee)** | | | |
| Do you have any concerns about your career? | |  | |
|
| What do you need to accomplish your goals? | |  | |
|
| Do you have any long-term goals in your career? | |  | |
|
| How can we help you achieve these goals? | |  | |
|
| **Additional comments** | | | |
|  | | | |
| Employee signature |  | Reviewer signature |  |
| Last review date |  | Today’s date |  |