

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			
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	