**ANNUAL PERFORMANCE REVIEW**

|  |
| --- |
| **EMPLOYEE INFO** |
| **EMPLOYEE NAME** |   | **DEPARTMENT** |   |
| **EMPLOYEE ID** |   | **REVIEWER NAME** |   |
| **POSITION HELD** |   | **REVIEWER TITLE** |   |
| **LAST REVIEW DATE** |  | **TODAY'S DATE** |  |
| **CURRENT RESPONSIBILITIES** |
| ***Attach job description, noting any significant changes.*** |
|   |
| **PERFORMANCE ASSESSMENT** |
| ***Evaluate performance and achieved goals.*** |
|   |
| ***Discuss areas of excellence within performance.*** |
|   |
| ***Discuss areas of improvement.*** |
|   |
| ***Develop future goals with set expectations.*** |
|  |
| **COMMENTS AND APPROVAL** |
| ***Provide any additional feedback.*** |
|  |
|   |
| **EMPLOYEE SIGNATURE** |   | **REVIEWER SIGNATURE** |   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |