



Annual Performance Review Template

Performance reviews are one of the most impactful tools in your people management strategy. When conducted effectively, they help align employee performance with company goals, provide clarity on expectations, recognize achievements, and highlight areas for growth. Use this document to streamline your review process, foster productive conversations, and support the ongoing development of your team.

Employee Name:

Department:

Review Period:

Date of Review:

Ability to Accomplish Responsibilities (communication, adaptability, etc.)

Goal Achievements

Suggested Areas for Improvement

Demonstration of Core Values

Additional Comments

Employee Signature & Date

Reviewer Signature & Date