**ANNUAL PERFORMANCE REVIEW**

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| 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.* | | | | | | |
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| PERFORMANCE ASSESSMENT | | | | | | |
| *Evaluate performance and achieved goals.* | | | | | | |
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| *Discuss areas of excellence within performance.* | | | | | | |
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| *Discuss areas of improvement.* | | | | | | |
|  | | | | | | |
| *Develop future goals with set expectations.* | | | | | | |
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| COMMENTS AND APPROVAL | | | | | | |
| *Provide any additional feedback.* | | | | | | |
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| EMPLOYEE SIGNATURE |  | | **REVIEWER SIGNATURE** |  | |

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