**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.* |
|   |
| PERFORMANCE ASSESSMENT |
| *Evaluate performance and achieved goals.* |
|   |
| *Discuss areas of excellence within performance.* |
|   |
| *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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