Annual Performance

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| Employee Information |
| **Name**:Click or tap here to enter text.  **Title**:Click or tap here to enter text.  **Hire Date**:Click or tap to enter a date. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ratings | Needs Improvement | | Meets Expectations | | Above Average | | |
| **Job Knowledge** | |  | |  | |  |
| **Work Quality** | |  | |  | |  |
| **Judgement** | |  | |  | |  |
| **Initiative** | |  | |  | |  |
| **Communication/Listening Skills** | |  | |  | |  |
| **Work Ethic** | |  | |  | |  |
| **Professional Conduct** | |  | |  | |  |
| **Attendance** | |  | |  | |  |

**Areas of Strength:**

**Areas of Concern and Action Taken to Improve Performance:**

**Goals for the next 6 Months:**

**Goals for the next 12 Months:**

**Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**