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\_\_\_\_\_\_\_\_\_\_\_\_\_\_**