**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.*** | | | | | | |
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| ***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** |  | |