

Annual performance review template

Employee name		Review period	
Department		Date of review	

Performance and achievements over the last year — SWOT strategy	
Employee strengths (with examples)	
Employee weaknesses (with examples)	
How can employees use their positive attributes to excel?	
Possible threats that can happen and how to prevent them	

Goal achievement	
Did an employee manage to accomplish previously-set goals?	
How did an employee measure the progress of these goals?	

How do these goals align with the company's mission?	
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Plans for the next year	
How do you plan on improving your weak areas of performance?	
Do you need any help (from managers or other team members) with improving your weak areas of performance?	
What are your professional goals for the next year?	
How will you measure the progress of these goals?	
How do your professional goals align with team goals and the company's mission?	

Reviewer signature	Employee signature