**Employee Annual Review**

Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate the employee’s performance by using the following scale:

1 lowest - 5 highest rating

|  |  |  |
| --- | --- | --- |
| Performance/Behavior | Rating | Comments |
| Attendance |  |  |
| Attitude |  |  |
| Cooperation |  |  |
| Job Skills |  |  |
| Initiative |  |  |
| Productivity |  |  |
| Reliability |  |  |
| Quality of Work |  |  |

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_