

PERFORMANCE EVALUATION

Annual Review 2024

EMPLOYEE:

DATE:

POSITION:

REVIEWER:

Performance Category	Rating (1-5)	Comments
Quality of Work Accuracy, neatness, and thoroughness.	1	
	2	
	3	
	4	
	5	
Productivity Output volume and deadline management.	1	
	2	
	3	
	4	
	5	

Performance Category	Rating (1-5)	Comments
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Reliability Attendance and task follow-through.	1	
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	2	
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	3	
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	4	
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	5	
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Communication Interpersonal and professional clarity.	1	
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	2	
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	3	
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	4	
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	5	
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GOALS & PROFESSIONAL DEVELOPMENT

Manager Signature

Employee Signature