

# PERFORMANCE EVALUATION

Annual Review Period: 2023-2024

CONFIDENTIAL

EMPLOYEE NAME  
EMPLOYEE ID  
DEPARTMENT  
REVIEWER NAME

**CORE COMPETENCY**

**CRITERIA**

**RATING (1-5)**

**Job Knowledge**

Technical skills, understanding of role, and industry knowledge.

**Quality of Work**

Accuracy, thoroughness, and reliability of output.

**Communication**

Clarity in verbal/written interaction and active listening.

**Efficiency**

Time management, meeting deadlines, and prioritization.

EMPLOYEE SIGNATURE  
DATE  
MANAGER SIGNATURE  
DATE