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| **Employee Name:** |
| **Position:** |
| **Review Period:** |

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| **Summary of the Year:** Provide a brief overview of the employee's performance during the year. |
| **Performance Goals:** List the performance goals and evaluate the employee's progress toward these goals. |
| **Job Responsibilities:** Review the employee's job description and responsibilities. |
| **Key Achievements:** Highlight the employee's major accomplishments and contributions during the year. |

**Performance Ratings:**

Please rate the employee's performance in the following categories using the rating scale (1 - 5): (1 - Poor, 2 - Below Average, 3 - Average, 4 - Above Average, 5 - Outstanding)

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| Teamwork: [Rating] | Time Management: [Rating] |
| Quality of Work: [Rating] | Initiative: [Rating] |
| Communication: [Rating] | Adaptability: [Rating] |

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| **Strengths:** Identify the employee's strengths and skills that have been particularly valuable to the organization. |
| **Areas for Improvement:** Identify areas where the employee may need to improve or develop new skills. |
| **Employee's Self-Assessment:** Include a section where the employee can provide their self-assessment. |
| **Career Goals:** Discuss the employee's long-term career goals and aspirations. |
| **Action Plan:** Collaboratively develop an action plan for the upcoming year. Outline specific goals, objectives, and development plans for the employee. |
| **Final Comments:** Offer any additional comments or feedback. Express appreciation for the employee's contributions and dedication. |

**Signatures:**Formun Üstü