**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_