

## Employee Review Form

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Review Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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### 1. Employee's Goal(s) for the Year

- What goal(s) did you set for yourself this year?  
(Examples: professional growth, project achievements, skills development)
- **Employee's Response:**

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### 2. Goal Achievement

- Do you feel you have achieved your goal(s)? Why or why not?
- **Employee's Response:**

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### 3. Areas for Improvement

- What area(s) would you like to improve in for the coming year?
- **Employee's Response:**

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### 4. Supervisor Support

- How can your supervisor assist you in achieving your goals and improving in the identified areas?
  - **Employee's Response:**
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**5. Supervisor's Discussion Points**

- Supervisor's reflections or discussion points on the employee's goals and areas for improvement:

- **Goal Achievement:**

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- **Support and Development Plan for the Coming Year:**

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- **Additional Comments or Suggestions:**

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**6. Next Steps & Action Plan**

- What will be the next steps for the employee to work on in the coming year?

- **Employee's Plan:**

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- **Supervisor's Plan to Support:**

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**NOTES:**

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_