



Annual Performance Review Template

HashMicro HR | Full-Year Employee Assessment

Employee & Review Details

Employee Name	[Full name]	Position Title	[Job title]
Department	[Department]	Manager	[Manager name]
Review Period	[DD/MM/YYYY to DD/MM/YYYY]	Review Date	[DD/MM/YYYY]

Goal Achievement (Previous Period)

Goal	Target	Actual Outcome	Rating (1-5)	Comments
[Goal description]	[Target]	[Actual]	[1-5]	[Comments]
[Goal description]	[Target]	[Actual]	[1-5]	[Comments]
[Goal description]	[Target]	[Actual]	[1-5]	[Comments]
[Goal description]	[Target]	[Actual]	[1-5]	[Comments]

KPI Performance Ratings

Rate each KPI using the scale: 1 = Below Expectations, 3 = Meets Expectations, 5 = Outstanding

Revenue / Output Target	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Quality of Work	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Deadline Adherence	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Customer Satisfaction	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Team Collaboration	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding

Behavioural Competencies

Communication	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Initiative & Problem Solving	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Adaptability	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding
Leadership (if applicable)	1 - Below	2 - Developing	3 - Meets	4 - Exceeds	5 - Outstanding

Development Plan for Next Year

Development Area	Action / Programme	Target Date	Owner
[Skill / knowledge gap]	[Training / mentoring / project]	[DD/MM/YYYY]	[Name]
[Skill / knowledge gap]	[Training / mentoring / project]	[DD/MM/YYYY]	[Name]
[Skill / knowledge gap]	[Training / mentoring / project]	[DD/MM/YYYY]	[Name]

Overall Rating & Manager Summary

Overall Rating (1-5)	[]	Performance Outcome	[Confirm / PIP / Promote]
Manager Comments	[Summary comments]	Next Review Date	[DD/MM/YYYY]

Signatures

Manager Name & Signature	[Signature]	[Date]
Employee Name & Signature	[Signature]	[Date]

HR Representative (optional)	[Signature]	[Date]
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