

Employee Annual Review

Name of Employee:

Date of Review:

Please rate yourself on **attendance**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **punctuality**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **professionalism**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **teamwork**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **quality of work**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **initiative**:

- Excellent
- Better than average
- Average
- Poor

Please rate yourself on **leadership**:

- Excellent
- Better than average
- Average
- Poor

Please comment on any assessment of average/below average/poor and include the steps you should take to improve this area.

Please list what you feel your significant contribution to the practice have been during this review period. Feel free to include area of improvement, growth and new skills or competencies obtained.

List what goals you would like to set for the coming year. Be sure to include training goals, responsibility changes, and other improvements that enhance your value to the practice.

Is there anything you feel that we can be doing better as owners/managers to help your continued growth in the business?