



Annual Review Employee Input

Employee ID #		Department	
Employee Name		Job Title	
Review Date		Manager Name	

See Instructions on how to complete this form.

Accomplishments In The Last Year (List & describe at least 3)

Challenges (List & describe at least 3)

Personal Growth: New Skills/ Competencies I have Acquired / Important Experiences I've Gained /

Career Aspirations: One Year, Two Years, and Beyond

Review of Previous Years' Goals

My Suggested Goals for the Upcoming Year - Specific – Measurable – Attainable – Realistic – Time bound

Employee Signature:

Date: