



## 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:**