



*Annual Review*  
*Coaching Feedback*

Employee ID #		Department	
Employee Name		Job Title	
Review Date		Reviewer's Name	

*See next page for a guide on how to complete this form.*

**Strengths** (List 3 in order of priority)

#1: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	
#2: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	
#3: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	

**Opportunities for Improvement** (List 3 in order of priority)

#1: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	
#2: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	
#3: Competency	
<i>Clarifying Statement</i>	
<i>3 Examples &amp; Impact</i>	

**Review of Prior Year's Goals** (general comments on developmental and professional goal attainment)

(Large empty box for comments)

**3 Goals for the Upcoming Year - Specific – Measurable – Attainable – Realistic – Time bound**

(Large empty box for goals)

**Employee Signature/Date:**

**Manager Signature/Date:**

**HR Director Signature/Date:**