

Employee Annual Review Worksheet

Employee - _____ Date - _____

PERFORMANCE CRITERIA	SCORE	LEVEL
Technical Skill Certificate		
Supervision Level Required		
Customer Satisfaction Level		
Absenteeism		
Application Of Company Policy		
Technical Errors		
Time Management Level		

Total score - _____ Average score - _____ Level attained - _____

Completed years of service - _____ New base salary - \$ _____

Signed: Branch manager - _____

Signed: Employee - _____