



EMPLOYEE ANNUAL PERFORMANCE REVIEW

Name _____
Title _____

Date _____
Store _____

SUCCESS AREAS

(Examples: Job Understanding, Skills, Initiative, Attitude, Attendance, Customer Service, Growth)

OPPORTUNITY AREAS

(Examples: Job Understanding, Skills, Initiative, Attitude, Attendance, Customer Service, Growth)

PLAN OF ACTION

(What is the plan, going forward for performance improvement? Set expectations)

Employee Signature _____
Manager Signature _____

Date _____
Date _____