

Dear \_\_\_\_\_COMPANY NAME\_\_\_\_\_ Employee,

An Annual performance talk is an opportunity to sum up a time period at work, review main achievements based on personal objectives, areas of development, and invest a time to share a mutual feedback between you the employee and your direct manager.

Once filling in the information below, forward the form to your direct manager.

For any questions, contact your direct manager.

Good luck!

HR,

COMPANY NAME

## Annual performance talk

Talk date:

Employee name:

Department:

Role:

Direct manager:

### Evaluation and summary of year 2021

1. What are the main tasks and areas of responsibilities you have dealt with this year?

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**Manager reference:**

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2. Overall, how will you summarize your satisfaction from your performance this year?

- 1- Not satisfied at all 2 - Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 - always satisfied 5 - highly/ above and beyond satisfied

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent your main roles and responsibilities and the objectives you had.

**Manager reference:**

- 1- Not satisfied at all 2 - Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 - always satisfied 5 - highly/ above and beyond satisfied

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent your main roles and responsibilities and the objectives you had.

**2.Overall, how will you summaries your satisfaction from your team works this year?**

- 1- Not satisfied at all 2 - Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 - always satisfied 5 - highly/ above and beyond satisfied

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent your main interfaces- within your core team and other team at the company.

**Manager reference:**

- 1- Not satisfied at all 2 – Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 – always satisfied 5 – highly/ above and beyond satisfied

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent your main roles and responsibilities and the objectives you had.

**3.Overall, how will you summaries your satisfaction from your interface with you direct manager this year?**

- 1- Not satisfied at all 2 - Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 - always satisfied 5 - highly/ above and beyond satisfied

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent:

- Clarity of objectives and tasks
- Providing terms and knowledge for success
- Providing a safety work place

- Providing an open minded, legit to ask anything and confident to share personal issues if and when needed

**Manager reference:**

- 1- Not satisfied at all 2 - Somewhat satisfied 3 -sometimes satisfied, sometimes not satisfied 4 - always satisfied 5 - highly/ above and beyond satisfied**

Please think and prepare specific examples when you relate to the rating you choose

Please take into considerations examples that will represent your main roles and responsibilities and the objectives you had.

- Clarity of objectives and tasks
- Providing terms and knowledge for success
- Providing a safety work place
- Providing an open minded, legit to ask anything and confident to share personal issues if and when needed

**To summerise the year of 2021:**

- What were your most important challenges last year ?
- What went well and why ?
- What could you have done better ?

**Manager reference:**

- What do you think the were the employee most important challenges last year ?
- What do you think went well and why ?
- What do you think he/ she could have done better ?

**Goals for 2022**

**1. .What would you like that your main professional goals be in 2022?**

Opportunity to set your goals, tasks and responsibilities for the coming year.

Write at least 4-5 goals that are appropriate for your area of practice in the organization. Alongside to the areas of development that you wish to grow.

**Manager reference:**

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**2. What would be your personal development goals for professional development and growth for the coming year?**

What are your goals for personal and professional development and growth and what tools do you need for this such as relevant knowledge for the project, additional working methods, additional / other authorities within the company as well as external programs that can meet these needs: Mentoring, Coaching, training / conference / course / professional literature  
This goals should support long-term development.

**Manager reference:**

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**If there are any additional general comments from the employee / manager**

This is the place for general reference / comments if there is no previous place in the form

**Manager reference:**

**Good Luck!**