

Employee Performance Assessment Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Department: [Insert Department Name]

Manager: [Insert Manager Name]

Performance Overview

[Provide a brief overview of the employee's performance during the assessment period.]

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

- [Area for Improvement 1]
- [Area for Improvement 2]

Goals for Next Assessment Period

- [Goal 1]
- [Goal 2]

Overall Rating

[Insert Overall Rating]

Additional Comments

[Insert any additional comments or notes regarding the employee's performance.]

Employee Signature

[Employee Name]

Manager Signature

[Manager Name]