**Employee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | | |
| **Job Title:** |  | **Department:** |  |
| **Manager/Supervisor:** |  | **Evaluation Period:** |  |

**Objectives and Key Results:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 1:** | | | |
| **Description:** |  | | |
| **Key Results:** | **1.** | | |
| **2.** | | |
| **3.** | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 2:** | | | |
| **Description:** |  | | |
| **Key Results:** | **1.** | | |
| **2.** | | |
| **3.** | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |
|  | | |

**Additional Objectives:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective 3:** | | | |
| **Description:** |  | | |
| **Key Results:** | **1.** | | |
| **2.** | | |
| **3.** | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |

(Repeat format as needed for additional objectives)

**Key Performance Indicators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Performance Indicators** 1: | | | |
| **Description:** |  | | |
| **Target:** |  | | |
| **Actual Performance:** |  | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Performance Indicators** 2: | | | |
| **Description:** |  | | |
| **Target:** |  | | |
| **Actual Performance:** |  | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |

(Repeat format as needed for additional KPIs)

**Project Outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 1:** | | | |
| **Project Name:** |  | | |
| **Role:** |  | | |
| **Success Metrics:** |  | | |
| **Impact:** |  | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 2:** | | | |
| **Project Name:** |  | | |
| **Role:** |  | | |
| **Success Metrics:** |  | | |
| **Impact:** |  | | |
| **Achievement Level:** | Exceeded Expectations | Met Expectations | Partially Met Expectations |
| Did Not Meet Expectations |  | |
| **Comments:** |  | | |

**Additional Projects:**

(Repeat format as needed for additional projects)

**Overall Performance Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Achievement Level:** | | | |
| Exceeded Expectations | Met Expectations | Partially Met Expectations | Did Not Meet Expectations |
| **Manager’s Comments:** |  | | |
|  | | |
| **Employee’s Comments:** |  | | |
|  | | |

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** | Signature | **Date:** | (DD/MM/YYYY) |
| **Manager/Supervisor:** | Signature | **Date:** | (DD/MM/YYYY) |