|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Annual Performance Review | | | | |
| Co-worker | Position | Seniority date | Co-worker’s satisfaction | Résultat de recherche d'images pour "smiley green red"Résultat de recherche d'images pour "smiley green red"Résultat de recherche d'images pour "smiley green red" |
| *F*irst Name / Last Name |  |  |

# Highlights

|  |  |  |
| --- | --- | --- |
| Factual summary | | |
| Achievement | Difficulties encountered | Progress made |
|  |  |  |

# Skills assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Technical skills | Directed | Assisted | Autonomous | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Professional Abilities | **Directed** | Assist**ed** | Autonom**ous** | **Comments** |
| Productivity |  |  |  |  |
| Quality |  |  |  |  |
| Deadlines meet |  |  |  |  |
|  |  |  |  |  |
| Personal Abilities | **Directed** | Assist**ed** | Autonom**ous** | **Comments** |
| Sens of reponsibility |  |  |  |  |
| Oral expression |  |  |  |  |
| Written expression |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Results compared with the objectives set

|  |  |  |
| --- | --- | --- |
| Objectives and expected results | Level reached | Comments |
|  |  |  |
|  |  |  |

# Action plan

|  |  |  |
| --- | --- | --- |
| Actions | What, when, for who,.. ? | Deadline |
| Realisation of new activities |  | < 1 year |
| Change of position |  | 1 to 2 years |
| Trainings |  | 1 to 2 years |
| Other |  |  |

# Conclusions

|  |  |
| --- | --- |
| Manager’s comment | Co-worker’s comment |
| Date / Signature | Date / Signature |