



THE **100**

Building Blocks for
Business Leadership

How to Use this Download

- Use this template as a starting point for your organization's annual review
- The best investment of time is on the two-year vision the employee has for him/her-self
- Both the manager and the employee complete this review form

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Annual Review Form

Employee Name: [EMPLOYEE NAME]

Review Year: [YEAR]

1. Describe your strengths and accomplishments in this review period.
2. Define an area for improvement.
3. What could help improve in the area noted?
4. What role will the individual grow into two years from now?

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