Annual Performance Memo Submission Form

Future Goals	Employee Name
Date Manager Summary of Goals & Achievements Key Strengths Areas for Improvement	
Date Manager Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	Employee ID
Date Manager Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	
Manager Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	Department
Manager Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	
Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	Date
Summary of Goals & Achievements Key Strengths Areas for Improvement Future Goals	
Key Strengths Areas for Improvement Future Goals	Manager
Key Strengths Areas for Improvement Future Goals	
Areas for Improvement Future Goals	Summary of Goals & Achievements
Areas for Improvement Future Goals	
Areas for Improvement Future Goals	
Areas for Improvement Future Goals	
Future Goals	Key Strengths
Future Goals	
Future Goals	
Future Goals	
	Areas for Improvement
Manager's Comments	Future Goals
Manager's Comments	
Manager's Comments	
Manager's Comments	
	Manager's Comments