

## Annual Performance Review Template

Employee Name:  
 Position:  
 Review Period:  
 Reviewer Name:

### 1. Recruitment Metrics (Quantitative Analysis)

	Previous year	Current year
<b>Revenue Closed:</b>		
Target:		
Actual:		
<b>Number of Positions Filled:</b>		
Target:		
Actual:		
<b>Interviews Booked:</b>		
Metrics Used:		
Performance:		

### 2. Recruitment Process & Strategy

Sourcing Strategies:		
Effectiveness:		
Innovations/Improvements:		
Candidate Experience:		
Feedback Summary:		
Improvement Areas:		

### 3. Collaboration and Teamwork

Team Interaction:		
Feedback from Hiring Managers:		

Contribution to Team Goals:		
Stakeholder Engagement:		
Feedback from Stakeholders:		
Overall Employee Engagement Level:		

#### 4. Professional Development and Learning

Skills Acquired:		
Relevance to Role:		
Training Undertaken:		
Impact on Employee's Performance:		

#### 5. Goals for the Next Review Period

Recruitment Targets:		
Professional Development Goals:		
Strategic Initiatives:		

#### 6. Overall Recruiters Performance Rating

Rating:		
Justification:		

#### 7. Reviewer and Employee Comments

Reviewer's Comments:		
Employee's Feedback:		