

This sample document is provided for general information only.
Please seek professional/legal guidance.

[Insert Company Logo and/or Name Here]

Performance Appraisal [Year]

Appraisee's Name:	Employee No:
Job Designation:	
Department:	
Commencement Date:	
Period of Appraisal:	[e.g. 01-Jan-20yy to 31-Dec-20yy]
Tenure until 31-Dec-[yy]:	[no. of years] years, [no. of months] months

Attendance/Punctuality	
Urgent Leave Taken during Period of Appraisal	days
Unpaid Leave Taken during Period of Appraisal	days
Medical Leave Taken during Period of Appraisal	days
Occurrence of Late Arrivals (Yearly Average %)	%

Rating	Legend
5	Consistently Exceeds Expectations
4	Frequently Exceeds Expectations
3	Fully Meets Expectations
2	Partially Meets Expectations
1	Does Not Meet Expectations

No	Criteria	Rating	% Weightage	Weighted Rating	Remarks
1	Attendance & Punctuality				
2	Quality of Work				
3	Efficiency				
4	Job Skills & Competency				
5	Consistency				
6	Accountability & Commitment				
7	Adherence to Procedures				
8	Initiative & Self-Motivation				
9	Integrity				
10	Loyalty				
11	Communication Skills				
12	Teamwork				
13	Hardworking				
Overall Rating					

Appraiser's Remarks:
Appraisee's Remarks:

APPRAISEE'S ACKNOWLEDGMENT

I have reviewed this document and acknowledged that I have discussed the contents with the Appraiser in relation to my job performance during the above stated period of appraisal.

.....
Appraiser's Signature
Name:
Designation:
Department:
Date:

.....
Employee's Signature
Date