## **Employee Performance Appraisal For Year #companyYear**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Information | | | |
| Employee No | #employeeNo | Employee Name | #employeeName |
| Department | #department | Position | #position |
| Reviewed By | #reviewedBy | Reviewed On | #reviewedOn |

|  |  |
| --- | --- |
| Appraisal Summary | |
| **Overall Rating** | **Performance Level** |
| **#overallRating** | **#performanceLevel** |

|  |  |  |
| --- | --- | --- |
| Appraisal Criteria & Ratings | | |
| **Criteria Name** | **Rating** | **Comment** |
| #criteriaName | #rating | #comments |

|  |
| --- |
| Manager’s Comments |
| #managerComments |

|  |
| --- |
| Areas for Development |
| areasForDevelopment |

|  |
| --- |
| Goals for Next Period |
| goalsForNextPeriod |