**Employee Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | | | | | |
| Employee ID: |  | | Job Title/Position: | |  | |
| Department: |  | | Supervisor’s Name: | |  | |
| Appraisal Period: | From: | (DD/MM/YYYY) | | To: | | (DD/MM/YYYY) |
| Date of Appraisal: | (DD/MM/YYYY) | |  | |  | |

**Performance Ratings**

**Rating Scale:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5** = Excellent | **4** = Good | **3** = Satisfactory | **2** = Needs Improvement | **1** = Unsatisfactory |

**1. Job Knowledge and Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Demonstrates knowledge of job requirements and skills. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**2. Quality of Work**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Produces high-quality work consistently. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**3. Productivity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Completes tasks efficiently and meets deadlines. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**4. Initiative and Creativity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shows initiative and creativity in solving problems. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**5. Communication Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Communicates effectively with colleagues and supervisors. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**6. Teamwork and Cooperation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Works well with others and contributes to team goals. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**7. Attendance and Punctuality**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Maintains good attendance and punctuality. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**8. Dependability and Reliability**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Demonstrates dependability and reliability in job performance. | 5 | 4 | 3 | 2 | 1 |
| **Comments:** |  | | | | |
|  | | | | |

**Summary and Overall Performance Rating**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall Performance Rating: | 5 (Excellent) | 4 (Good) | 3 (Satisfactory) | 2 (Needs Improvement) | 1 (Unsatisfactory) |
| **Comments:** |  | | | | |
|  | | | | |

**Summary of Performance:**

|  |
| --- |
|  |
|  |
|  |

**Employee Development and Goals**

**Strengths:**

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| --- |
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|  |

**Areas for Improvement:**

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**Goals for the Next Appraisal Period:**

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| --- |
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**Training and Development Needs:**

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| --- |
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|  |
|  |

**Signatures**

**Employee Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | | | |
| Employee Signature: |  | Date: | (DD/MM/YYYY) |
| Supervisor’s Signature: |  | Date: | (DD/MM/YYYY) |
| Department Head’s Signature: |  | Date: | (DD/MM/YYYY) |