**Employee Appraisal Summary Form**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | John Doe | **Employee ID:** | EMP-4587 |
| **Position/Title:** | Sales Associate | **Department:** | Sales |
| **Supervisor / Manager:** |  | **Review Period:** |  |
| **Date of Approval:** |  |  |  |

1. **Performance Evaluation Summary**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Criteria** | **Weight (%)** | **Rating (1–5)** | **Weighted Score** | **Comments** |
| Job Knowledge & Skills | 20 |  | = |  |
| Work Quality & Accuracy | 15 |  | = |  |
| Communication & Teamwork | 15 |  | = |  |
| Initiative & Problem Solving | 10 |  | = |  |
| Attendance & Punctuality | 10 |  | = |  |
| Dependability & Responsibility | 10 |  | = |  |
| Adaptability & Flexibility | 10 |  | = |  |
| Leadership / Supervision (if applicable) | 10 |  | = |  |
| **Total Weighted Score** | **100** |  |  |  |

**Rating Scale:** 1 = Poor | 2 = Fair | 3 = Satisfactory | 4 = Good | 5 = Excellent

**2. Summary of Achievements**

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**3. Areas for Improvement**

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**4. Training & Development Recommendations**

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| --- | --- | --- | --- |
| ☐ Skills Development Course | ☐ Leadership Training | ☐ Technical Certification | ☐ Communication Workshop |
| ☐ Other: |  |  |  |

**5. Overall Performance Rating**

|  |  |  |
| --- | --- | --- |
| **Rating Category** | **Description** |  |
| ☐ Outstanding | Consistently exceeds all expectations |  |
| ☐ Exceeds Expectations | Frequently exceeds job requirements |  |
| ☐ Meets Expectations | Performs all duties satisfactorily |  |
| ☐ Needs Improvement | Requires development in key areas |  |
| ☐ Unsatisfactory | Fails to meet performance standards |  |

**6. Salary / Position Recommendation**

|  |  |
| --- | --- |
| **Recommendation** | **Remarks** |
| ☐ Salary Increase |  |
| ☐ Promotion |  |
| ☐ Maintain Current Position |  |
| ☐ Performance Improvement Plan |  |

**7. Signatures**

|  |  |  |
| --- | --- | --- |
| **Name / Title** | **Signature** | **Date** |
| Employee |  |  |
| Supervisor / Manager |  |  |
| HR Representative |  |  |