**Employee Performance Appraisal Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | John Smith | **Employee ID** | EMP-0258 |
| **Department** | Marketing | **Job Title** | Senior Marketing Executive |
| **Supervisor** | Sarah Johnson | **Appraisal Period** | Jan 2025 – Dec 2025 |
| **Date of Review** | 31-Dec-2025 |  |  |

**Section 2: Performance Criteria and Ratings**

**Rating Scale:**  
5 – Excellent | 4 – Very Good | 3 – Satisfactory | 2 – Needs Improvement | 1 – Unsatisfactory

| **Performance Criteria** | **Description** | **Rating (1–5)** | **Weight (%)** |
| --- | --- | --- | --- |
| Job Knowledge | Understands duties, procedures, and tools effectively | 4 | 15 |
| Work Quality | Accuracy, thoroughness, and reliability | 5 | 20 |
| Productivity | Completes tasks efficiently within deadlines | 4 | 15 |
| Communication Skills | Expresses ideas clearly, listens actively | 5 | 10 |
| Teamwork & Cooperation | Works well with others; supports team goals | 4 | 10 |
| Initiative | Proactive in problem-solving and innovation | 5 | 10 |
| Attendance & Punctuality | Reliability and adherence to schedule | 5 | 5 |
| Adaptability | Responds positively to changes | 4 | 5 |
| Leadership (if applicable) | Guides, motivates, and supports others | 4 | 10 |

**Section 3: Performance Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Interpretation** | **Category** | **Interpretation** |
| 90–100% | Outstanding | 80–89% | Exceeds Expectations |
| 70–79% | Meets Expectations | 60–69% | Needs Improvement |
| Below 60% | Unsatisfactory |  |  |

**Section 4: Supervisor’s Comments**

John consistently exceeds expectations in campaign execution and innovation. Demonstrates strong leadership and team collaboration. Recommended for promotion consideration in the next cycle.

**Section 5: Employee Comments**

I appreciate the feedback and will continue improving my strategic planning and data analysis skills.

**Section 6: Signatures**

| **Role** | **Name** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Employee | John Smith | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Supervisor | Sarah Johnson | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| HR Representative | Michael Brown | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |