

# Employee Performance Appraisal

Employee Name:

Employee Role:

Department:

Review Period (From – To):

Total Rating Score:

Average Rating Score:

*Note: Ratings range from 1 (Unsatisfactory), 2 (Needs Improvement), 3 (Meets Expectations), 4 (Exceeds Expectations), to 5 (Outstanding)*

| Performance Criteria | 1 | 2 | 3 | 4 | 5 | Remarks |
|----------------------|---|---|---|---|---|---------|
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |
|                      |   |   |   |   |   |         |

Total:

Goals Achieved:

Areas for Improvement:

Future Goals & Expectations:

Reviewer Comments:

Signature:

Employee Comments:

Signature: