

Annual Appraisal Form Template

Employee Information

- Employee Name: _____
- Job Title: _____
- Department: _____
- Review Period: _____

Performance Evaluation

- Achievements: _____
- Goals Met: _____
- Strengths: _____
- Areas of Improvement: _____

Goals for Next Year

- Professional Development: _____
- Performance Targets: _____

Overall Rating

- Rating Scale: _____
- Supervisor Comments: _____

Employee Feedback

- Comments on Appraisal: _____
- Goals for Next Year: _____

Signatures

- Employee Signature: _____

• Supervisor Signature: _____