

Free Annual Appraisal Form

Employee Information:

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

Performance Evaluation:

- Achievements:

- Goals Met:

- Strengths:

- Areas of Improvement:

Table for Detailed Feedback:

Month	Target	Achievement	Notes
January			
February			
March			

April			
May			
June			
July			
August			

Goals for Next Year:

- Professional Development:

- Performance Targets:

Overall Rating: _____

Employee Feedback:

- Comments on Appraisal:

- Goals for Next Year:

Signatures:

- Employee Signature: _____

- Date: _____

- Supervisor Signature: _____

- Date: _____

I agree to the terms of this appraisal