

Employee Yearly Performance

Appraisal Form

Employee Information

- Employee Name: _____
- Employee ID: _____
- Department: _____
- Position Title: _____
- Supervisor Name: _____
- Review Period: _____

Performance Assessment

Performance Factor	Below Expectations	Meets Expectations	Exceeds Expectations	Comments
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Problem-Solving Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Efficiency in Task Completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership and Team Contribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance & Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Adaptability & Learning Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Overall Evaluation & Comments

- **Strengths:** _____
- **Areas for Growth:** _____
- **Training Recommendations:** _____
- **Future Career Aspirations:** _____

Final Approval

- **Employee Signature:** _____ **Date:** _____
- **Manager's Signature:** _____ **Date:** _____
- **HR Representative's Signature:** _____ **Date:** _____