

# Job Appraisal Document

## Employee Information

Name

Employee Name

Position

Job Title

Department

Department

Appraisal Period

MM/YYYY - MM/YYYY

## Key Responsibilities & Objectives

Responsibility / Objective	Comments
Responsibility 1	Comments
Responsibility 2	Comments

## Performance Assessment

Achievements

List major achievements

Areas for Improvement

Describe areas for improvement

## Goals for Next Appraisal Period

Set future goals and objectives

## Employee Comments

Employee's comments

## Appraiser Comments

Appraiser's comments

Employee Signature

Date

Appraiser Signature

Date