

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