

Employee Appraisal Report

Employee Details

Name	_____	Employee ID	_____
Department	_____	Designation	_____
Joining Date	_____	Appraisal Period	_____ to _____

Performance Review

Criteria	Rating	Comments
Quality of Work	_____	_____
Productivity	_____	_____
Attendance/Punctuality	_____	_____
Teamwork	_____	_____
Initiative	_____	_____
Communication	_____	_____

Employee Strengths

Areas for Improvement

Goals for Next Period

Manager's Overall Comments

Employee Comments

Employee Signature	Date	Manager Signature	Date
_____	_____	_____	_____