

Employee Appraisal Report

Employee Details

Name	<div></div>	Employee ID	<div></div>
Department	<div></div>	Designation	<div></div>
Joining Date	<div></div>	Appraisal Period	<div></div> to <div></div>

Performance Review

Criteria	Rating	Comments
Quality of Work	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Attendance/Punctuality	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Initiative	<div></div>	<div></div>
Communication	<div></div>	<div></div>

Employee Strengths

Areas for Improvement

Goals for Next Period

Manager's Overall Comments

Employee Comments

Employee Signature	Date	Manager Signature	Date
<div></div>	<div></div>	<div></div>	<div></div>