

# Competency-Based Employee Appraisal Document

Employee Name		Position	
Department		Appraisal Period	
Reviewer		Date	

## Competency Evaluation

Competency	Description	Rating (1-5)	Comments
Communication	Effectiveness in conveying ideas and information.		
Teamwork	Ability to collaborate and contribute to team success.		
Problem Solving	Ability to analyze issues and develop solutions.		
Adaptability	Flexibility in changing environments and openness to new ideas.		
Technical Skills	Proficiency and expertise in job-related tasks.		

## Key Achievements

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## Areas for Development

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## Overall Comments

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Employee’s Signature

Reviewer’s Signature

## Important Notes

- Competency-based appraisals focus on behavioral and skill-based assessments rather than solely on outcomes.
- Ensure ratings are supported by specific examples or evidence.

- Open communication between reviewer and employee is essential.
- Development areas should be accompanied by actionable suggestions.
- This document is confidential and intended for appraisal purposes only.