

Employee Performance Appraisal Summary

Employee Name: _____ Employee ID: _____
Department: _____ Position: _____
Review Period: _____ Date of Review: _____
Reviewer Name: _____ Reviewer Position: _____

1. Key Responsibilities & Objectives

Objective/Responsibility	Performance Review
_____	_____
_____	_____
_____	_____

2. Competency Assessment

Competency	Rating (1-5)	Comments
Communication Skills	_____	_____
Teamwork	_____	_____
Problem Solving	_____	_____
Technical Ability	_____	_____
Adaptability	_____	_____

3. Achievements & Strengths

4. Areas for Improvement

5. Action Plan & Goals for Next Review Period

6. Overall Performance Summary

Employee Signature & Date _____

Important Notes:

- This summary acts as an official record of the employee's performance and development.
- Both employee and reviewer should discuss and agree on the content before signing.
- Action plans and goals should be specific, measurable, and time-bound.
- Confidentiality of the appraisal document must be maintained.
- Feedback should be constructive and support employee growth.