

# 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

Reviewer 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.