

# Annual Performance Appraisal Report

Employee Name

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Employee ID

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Department

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Designation

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Reporting Period

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Date of Review

## Key Responsibilities & Goals

Goal / Responsibility	Expected Outcome	Self Comments	Manager Feedback

## Competency Assessment

Competency	Rating (1-5)	Comments
Job Knowledge	—	_____
Quality of Work	—	_____
Communication	—	_____
Teamwork	—	_____
Initiative	—	_____

## Overall Performance Summary

Employee's Self-Assessment

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Manager's Comments

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## Development Plan & Goals for Next Year

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Employee Signature  
Date: \_\_\_\_\_

Manager Signature  
Date: \_\_\_\_\_

## Important Notes

- The appraisal should reflect honest and constructive feedback.
- Both employee and manager must review and sign the report.
- Confidentiality of appraisal data must be maintained.
- Use this report as a basis for employee development and growth planning.
- Keep the completed report securely for future reference and audit.