

# Annual Performance Appraisal Report

Employee Name

\_\_\_\_\_

Employee ID

\_\_\_\_\_

Department

\_\_\_\_\_

Designation

\_\_\_\_\_

Reporting Period

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Manager's Comments

\_\_\_\_\_

\_\_\_\_\_

## Development Plan & Goals for Next Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.