

Performance Appraisal Template

Employee Name:

Employee Role:

Department:

Review Period (From – To):

Total Rating Score:

Average Rating Score:

Note: Ratings range from 1 (Unsatisfactory), 2 (Needs Improvement), 3 (Meets Expectations), 4 (Exceeds Expectations), to 5 (Outstanding)

Performance Criteria	1	2	3	4	5	Remarks

Total:

Goals Achieved:

Areas for Improvement:

Future Goals & Expectations:

Reviewer Comments:

Signature:

Employee Comments:

Signature: