

# Annual Employee Performance Appraisal Report Template

The **Annual employee performance appraisal report template** provides a structured format to evaluate and document employee achievements, skills, and areas for improvement over the year. It helps organizations maintain consistent performance reviews, set clear goals, and enhance workforce productivity. This template ensures a comprehensive and efficient appraisal process streamlined for HR professionals.

## Employee Information

Employee Name	
Employee ID	
Department	
Position/Title	
Date of Review	
Reviewer Name	

## Review Period

From		To	
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## Core Performance Areas

Rate each area using the following scale: 5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Needs Improvement

Performance Area	Rating (1-5)	Comments
Job Knowledge & Skills		
Quality of Work		
Productivity & Efficiency		
Communication & Collaboration		
Initiative & Problem Solving		
Dependability & Attendance		
Adaptability		
<b>Total / Average</b>		

## Key Achievements

Summarize the employee's major accomplishments during the review period.

## Areas for Improvement

Identify areas where the employee can enhance their skills or performance.

## Goals and Development Plan

List goals for the next review period and provide a plan for professional development.

Goal/Objective	Action Plan	Target Completion Date

## Employee Comments

Employee may add comments regarding the appraisal or any additional feedback.

Reviewer Signature: <hr/> Date: _____	Employee Signature: <hr/> Date: _____
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