

Annual Performance Appraisal Form Sample for Managers

This **annual performance appraisal form sample** for managers streamlines the evaluation process by focusing on key leadership skills and team management effectiveness. It provides a structured format to assess performance, set objectives, and encourage professional development. Utilizing this template helps ensure consistent and fair reviews throughout the organization.

Employee & Review Details

Manager Name:	Department:	
Position Title:	Review Period:	
Reviewer Name & Title:	Date of Review:	

I. Leadership & Management Skills

Competency	Rating (1-5)	Comments
Team Leadership		
Communication		
Decision Making		
Delegation		
Problem Solving		

II. Achievement of Goals & Objectives

Goal/Objective	Achieved? (Y/N)	Comments

III. Strengths & Accomplishments

(Large text area for listing strengths and accomplishments)

IV. Areas for Improvement

V. Professional Development Plan & Objectives for Next Review Period

VI. Additional Reviewer Feedback

Manager Signature:	Date:	
Reviewer Signature:	Date:	