

Performance Appraisal Report

Employee Name: Jane Smith

Position: Marketing Specialist

Department: Marketing

Appraisal Period: January 2023 – December 2023

Overview

The **performance appraisal report** provides a comprehensive evaluation of an employee's strengths and areas for improvement by incorporating 360-degree feedback from supervisors, peers, and subordinates. This holistic approach ensures balanced insights and supports professional growth. The report aids in informed decision-making for career development and organizational planning.

360-Degree Feedback Summary

Feedback Source	Key Observations	Rating (1-5)
Supervisor	<ul style="list-style-type: none">- Demonstrates initiative- Effectively meets deadlines- Needs to develop strategic planning skills	4
Peer	<ul style="list-style-type: none">- Collaborates well on team projects- Communicates feedback constructively	5
Subordinate	<ul style="list-style-type: none">- Provides clear instructions- Opportunities for more mentorship and support	4

Strengths

- Strong teamwork and communication abilities
- Positive attitude and adaptability to change
- Consistently meets and exceeds project deadlines

Areas for Improvement

- Enhance strategic planning and long-term vision
- Increase support and mentorship for junior team members
- Expand knowledge of digital marketing tools

Development Recommendations

- Attend advanced training in digital marketing strategies
- Participate in leadership and team management workshops
- Initiate a mentorship program for new team members

Overall Performance Rating

4.3 / 5

Signatures

Employee:	_____	Date: _____
Supervisor:	_____	Date: _____
HR Representative:	_____	Date: _____