

# Competency Based Performance Appraisal Form Sample

Explore our **competency based performance appraisal form sample** to effectively evaluate employee skills and behaviors. This form emphasizes key competencies linked to job performance, ensuring a fair and comprehensive assessment. Use it to enhance feedback quality and support professional development.

## Employee Information

Employee Name:	Department:	
Job Title:	Reviewer:	
Review Period:	Date of Review:	

## Competency Assessment

Competency	Description	Rating (1-5)	Comments
Job Knowledge	Demonstrates understanding of duties, procedures, and required skills	<input type="text"/>	<input type="text"/>
Communication	Expresses ideas clearly and listens actively	<input type="text"/>	<input type="text"/>
Teamwork	Works collaboratively and respectfully with others	<input type="text"/>	<input type="text"/>
Problem Solving	Identifies issues and develops effective solutions	<input type="text"/>	<input type="text"/>
Accountability	Fulfils responsibilities and meets deadlines	<input type="text"/>	<input type="text"/>
Adaptability	Responds positively to change and feedback	<input type="text"/>	<input type="text"/>

## Overall Performance Summary

Summarize overall performance, strengths, and areas for improvement...

## Development Plan & Goals

List action items, training needs, and goals for the next review period...

Employee Signature:

Date:

**Reviewer Signature:**

**Date:**