

Performance Appraisal Report Sample for Government Employees

This **performance appraisal report sample** for government employees provides a detailed evaluation framework to assess employee efficiency and productivity. It includes key performance indicators, employee achievements, and areas for improvement, ensuring transparent and objective reviews. Utilizing this template helps in maintaining standardized assessment criteria across government departments.

Employee Details

| | |
|------------------|---------------------------|
| Name | [Employee Name] |
| Designation | [Position Title] |
| Department | [Department Name] |
| Employee ID | [Employee ID] |
| Reporting Period | [Start Date] – [End Date] |
| Supervisor | [Supervisor Name] |

1. Key Performance Indicators (KPIs)

| KPI | Target | Actual Performance | Rating (1-5) |
|-----------------|-----------|--------------------|--------------|
| Task Completion | 100% | [Actual %] | [Rating] |
| Punctuality | 98% | [Actual %] | [Rating] |
| Quality of Work | High | [Evaluation] | [Rating] |
| Teamwork | Excellent | [Evaluation] | [Rating] |

2. Employee Achievements

- [Describe major achievement 1]
- [Describe major achievement 2]
- [Describe major achievement 3]

3. Areas for Improvement

- [Identify area for improvement 1]
- [Identify area for improvement 2]
- [Identify area for improvement 3]

4. Supervisor's Overall Comments

[Supervisor's general assessment and comments on employee performance]

5. Employee Comments

[Option for employee feedback, concerns, or suggestions]

Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Head Signature: _____ Date: _____