

Manager Appraisal of Employee Performance

This template is designed for managers to evaluate employee performance. Please fill in the details below and print the document for signing and HR records.

1. Employee and Reviewer Information

Employee Name:	<input type="text"/>	Job Title:	<input type="text"/>
Department:	<input type="text"/>	Review Period:	<input type="text"/>
Manager Name:	<input type="text"/>	Date of Evaluation:	<input type="text"/>

2. Performance Evaluation

Provide a rating (e.g., Exceeds Expectations, Meets Expectations, Needs Improvement) and comments for each category.

Performance Category	Rating	Manager Comments / Examples
Job Knowledge & Skills Demonstrates technical expertise and understanding of job requirements.	<input type="text"/>	<input type="text"/>
Quality of Work Accuracy, thoroughness, and reliability of outputs.	<input type="text"/>	<input type="text"/>
Productivity & Efficiency Meets deadlines, manages time effectively, and handles workload.	<input type="text"/>	<input type="text"/>
Communication & Teamwork Collaborates well, shares information clearly, and maintains positive relations.	<input type="text"/>	<input type="text"/>
Problem Solving & Initiative Identifies issues, proposes solutions, and takes proactive steps.	<input type="text"/>	<input type="text"/>

3. Overall Assessment and Feedback

Key Strengths

Identify areas where the employee excelled during this review period:

Areas for Development

Identify areas where the employee needs improvement or professional growth:

Future Goals and Objectives

Outline specific targets and objectives for the upcoming review period:

4. Acknowledgment and Signatures

Signatures below indicate that the performance appraisal has been discussed. The employee's signature does not necessarily indicate agreement with the evaluation.

Manager Signature: **Date:**

Employee Signature: **Date:**