

EMPLOYEE APPRAISAL FORM

Employee Name: _____ Employee ID: _____

Position: _____ Department: _____

Manager/Supervisor: _____

Performance Evaluation

Key Responsibilities and Objectives:

Achievements and Strengths: _____

Areas for Improvement: _____

Competency Ratings _____

Competency	Rating (1-5)	Comments
Quality of Work		
Communication Skills		
Teamwork and Collaboration		
Problem Solving		
Initiative and Creativity		
Attendance and Punctuality		
Adaptability		
Technical Skills		
Leadership (if applicable)		

Overall Performance Rating: _____ (1 = Unsatisfactory, 5 = Excellent)

Development Plan & Goals

Development Objectives:

Training and Support Required: _____

Target Dates for Achievement: _____

Employee Signature

Manager/Supervisor Signature

Date:

Date:

This appraisal form is a record of performance evaluation conducted in accordance with applicable UK employment laws and regulations. The information contained herein is confidential and will be used solely for employment purposes. By signing, both parties acknowledge the accuracy of the contents and understand their rights and responsibilities under UK law.

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