

# Employee Appraisal and Goal Setting

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

## Performance Review

Overall Performance Rating: \_\_\_\_\_

- Strengths: \_\_\_\_\_
- Areas for Improvement: \_\_\_\_\_
- Achievements: \_\_\_\_\_

## Goals for Next Period

1. Goal 1: \_\_\_\_\_
  - Action Steps: \_\_\_\_\_
  - Completion Date: \_\_\_\_\_
2. Goal 2: \_\_\_\_\_
  - Action Steps: \_\_\_\_\_
  - Completion Date: \_\_\_\_\_
3. Goal 3: \_\_\_\_\_
  - Action Steps: \_\_\_\_\_
  - Completion Date: \_\_\_\_\_

## Employee Comments

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## Supervisor Comments

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Manager Signature: \_\_\_\_\_

Employee Signature: \_\_\_\_\_