

Staff Appraisal Summary

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Department: [Insert Department]

Performance Overview

[Insert brief overview of the employee's performance]

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

[Insert areas where the employee can improve]

Goals for Next Appraisal Period

- [Goal 1]
- [Goal 2]
- [Goal 3]

Manager's Comments

[Insert manager's comments]

Signatures

Manager: _____

Employee: _____