

# Performance Appraisal - Air Traffic Controller

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee ID:** [Insert Employee ID]

**Review Period:** [Insert Review Period]

## Performance Summary

[Insert a brief summary of the employee's overall performance during the review period.]

## Key Responsibilities

- Monitoring and directing air traffic.
- Ensuring safety and efficiency of air traffic operations.
- Communicating effectively with pilots and ground services.

## Performance Evaluation

**1. Safety and Compliance:** [Insert evaluation comments]

**2. Communication Skills:** [Insert evaluation comments]

**3. Decision-Making and Problem-Solving:** [Insert evaluation comments]

**4. Professional Development:** [Insert evaluation comments]

## Goals for Next Review Period

- [Insert goal 1]
- [Insert goal 2]
- [Insert goal 3]

## Employee Comments

[Insert space for employee comments]

# Signatures

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

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