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| Employee Performance Appraisal |
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| **Employee Name:** |  | **Employee Role:** |  | **Department:** |
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|  |  |  |  |  |
| **Review Period (From – To):** |  | **Total Rating Score:** |  | **Average Rating Score:** |
|  |  |  |  |  |
|  |  |  |  |  |
| *Note: Ratings range from 1 (Unsatisfactory), 2 (Needs Improvement), 3 (Meets Expectations),* *4 (Exceeds Expectations), to 5 (Outstanding)* |
| **Performance Criteria** | **1** | **2** | **3** | **4** | **5** | **Remarks** |
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| *Total:* |  |  |  |  |  |  |
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| **Goals Achieved:** |
|  |
|  |
| **Areas for Improvement:**  |
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|  |
| **Future Goals & Expectations:** |
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| **Reviewer Comments:** |  | **Employee Comments:** |
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| Signature:  |  | Signature:  |
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