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| Employee Performance Appraisal | | | | | | | | | | |
|  |  |  | | | | | | |  |  |
| **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:** | | | | | | | | | | |
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| **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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