**Annual Appraisal**

The annual appraisal facilitates reflection on past performance and goal setting for the future and identifies areas for development. It emphasizes collaboration to acknowledge contributions, address challenges, and support career growth.

Your performance will be evaluated based on several key aspects, and you will be rated on a scale from 1 to 5:

**1 = Unsatisfactory:** Performance consistently falls short of expectations and does not meet requirements.

**2 = Below Average:** Often struggles to meet expectations; significant improvement is necessary.

**3 = Satisfactory:** Meets expectations adequately with a standard level of performance.

**4 = Good:** Consistently exceeds expectations with dependable and competent performance.

**5 = Exceptional:** Continuously surpasses expectations with exceptional performance.

**Weighing** in performance evaluation assigns importance to aspects through percentages, impacting overall assessment. For instance, prioritizing Performance Goals at 70% and Teamwork at 30% ensures a balanced evaluation totaling 100%.

**Annual Appraisal Template**

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| **Employee Information**  |
| Employee Name  |   |
| Position  |   |
| Staff Number  |   |
| Commencement date  |   |
| Department   |   |
| Reporting Manager  |   |
| Appraisal Period  |   |

IMPORTANT: Ensure you incorporate various aspects to reflect Performance Goals tailored to meet different team or department measurements.

**Section 1: Performance Goals**

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| --- | --- | --- | --- | --- |
| Goals  | Measurement  | Target Achievement  | Rating (1-5)  | Comments  |
| Define goals that are specific, measurable, achievable, relevant, and time bound For Example: Increase Sales Revenue  | Specify metrics, data points, or criteria to measure success and assess goal achievement.  | Specify achievement targets, including percentages, numerical values, or qualitative indicators.  |   |   |
| For Example: Enhance Lead Generation   | Specify metrics, data points, or criteria to measure success and assess goal achievement.  | Specify achievement targets, including percentages, numerical values, or qualitative indicators.  |   |   |
| For Example: Improve Brand Awareness  | Specify metrics, data points, or criteria to measure success and assess goal achievement.  | Specify achievement targets, including percentages, numerical values, or qualitative indicators.  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 2: Expertise**

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| **Technical Skills**  |
| Aspect  | Rating (1-5)  | Comments  |
| Mastery of required skills  |   |   |
| Continued learning  |   |   |
| Application of knowledge  |   |   |
| Cross-functional expertise  |   |   |
| Industry knowledge  |   |   |

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| **Quality of Work**  |
| Aspect  | Rating (1-5)  | Comments  |
| Attention to detail  |   |   |
| Accuracy and thoroughness  |   |   |
| Consistency in performance  |   |   |
| Cross-functional expertise  |   |   |
| Improvement over time  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

 **Section 3: Productivity**

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| **Efficiency**  |
| Aspect  | Rating (1-5)  | Comments  |
| Time management  |   |   |
| Task completion  |   |   |
| Multitasking  |   |   |
| Prioritization of tasks  |   |   |

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| **Output**  |
| Aspect  | Rating (1-5)  | Comments  |
| Meeting deadlines  |   |   |
| Results achieved  |   |   |
| Quality vs quantity  |   |   |
| Delivering under pressure  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 4: Communication**

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| **Interpersonal Skills**  |
| Aspect  | Rating (1-5)  | Comments  |
| Clarity in communication  |   |   |
| Active listening  |   |   |
| Constructive feedback  |   |   |
| Empathy and understanding  |   |   |
| Professional Demeanor  |   |   |

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| **Reporting and Documentation**  |
| Aspect  | Rating (1-5)  | Comments  |
| Quality of reports  |   |   |
| Documentation accuracy  |   |   |
| Presentation skills  |   |   |
| Transparency in communication  |   |   |
| Timeliness in reporting  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 5: Teamwork**

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| **Collaboration**  |
| Aspect  | Rating (1-5)  | Comments  |
| Working with others  |   |   |
| Supporting team members  |   |   |
| Sharing knowledge  |   |   |
| Contribution to team projects  |   |   |
| Building team morale  |   |   |

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| **Conflict Resolution**  |
| Aspect  | Rating (1-5)  | Comments  |
| Handling disagreements  |   |   |
| Mediation skills  |   |   |
| Problem-solving within the team  |   |   |
| Facilitating team discussions  |   |   |
| Maintaining team harmony  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 6:** **Career Growth**

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| **Professional Development**  |
| Aspect  | Rating (1-5)  | Comments  |
| Learning new skills  |   |   |
| Applying new knowledge  |   |   |
| Career planning  |   |   |
| Seeking mentorship  |   |   |

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| **Advancement Opportunities**  |
| Aspect  | Rating (1-5)  | Comments  |
| Preparedness for promotion  |   |   |
| Taking on new responsibilities  |   |   |
| Networking within the industry  |   |   |
| Leadership potential  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 7:**  **Engagement**

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| **Behavioral Competencies**  |
| Aspect  | Rating (1-5)  | Comments  |
| Motivation  |   |   |
| Enthusiasm for tasks  |   |   |
| Participation in company events  |   |   |
| Commitment to organizational values  |   |   |

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| **Continuous Improvement**  |
| Aspect  | Rating (1-5)  | Comments  |
| Seeking feedback  |   |   |
| Implementing improvements  |   |   |
| Innovating processes  |   |   |
| Encouraging team improvement  |   |   |

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| **Team Activeness**  |
| Aspect  | Rating (1-5)  | Comments  |
| Participation in team events  |   |   |
| Volunteering for team tasks  |   |   |
| Supporting team initiative  |   |   |
| Encouraging team bonding  |   |   |
| Fostering a collaborative environment  |   |   |

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| **Weighing (%)**  |   |
| **Average rating (1-5)**  |   |

**Section 8:**  **Overall Rating**

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| --- | --- |
| **Overall Rating (1-5)**  | **Summary of Overall Performance**  |
|   |   |

**Section 9:**  **Reflections**

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| **Achievement**  |
| Aspect  | Details  | Comments  |
| Achievements  | key accomplishments and successes over the appraisal period  |   |
| Challenges Faced   | Any challenges you faced, and the lessons learned from these experiences.  |   |
| Development Areas  | Specific areas where you feel you need improvement or additional support.  |   |

**Section 10:**  **Objectives for Next Year**

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| **Goals Setting**  |
| Specific Goals  | Expected outcomes  | Support needed  |
| Personal development goals  |   |   |
| Contribution to team/department goals  |   |   |

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| **Employee self-evaluation**  |
|   |

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| **Manager’s assessment**  |
|   |

**Signatures**

|  |  |  |
| --- | --- | --- |
| Employee’s Name  | Signature  | Date  |
|   |   |   |

|  |  |  |
| --- | --- | --- |
| Manager’s Name  | Signature  | Date  |
|   |   |   |

|  |  |  |
| --- | --- | --- |
| HR representative’s Name  | Signature  | Date  |
|   |   |   |

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