

Executive Assistant Annual Appraisal Form

Employee Information

Name:

Position:

Department:

Review Period:

Date of Appraisal:

Performance Areas

Performance Area	Comments	Rating (1-5)
Communication Skills	<div></div>	<div></div>
Organization & Time Management	<div></div>	<div></div>
Initiative & Problem Solving	<div></div>	<div></div>
Confidentiality & Discretion	<div></div>	<div></div>
Professionalism	<div></div>	<div></div>
Technical Skills	<div></div>	<div></div>
Teamwork & Collaboration	<div></div>	<div></div>

Achievements

List key achievements during the appraisal period:

Development Areas

Areas for improvement and development:

Goals for Next Period

Set objectives for the coming year:

Additional Comments

Other remarks:

Signatures

Employee

Appraiser

Signature:

Signature:

Date:

Date: