

HR Manager Annual Appraisal

Employee Details

Name

Job Title

Department

Review Period

Appraisal Date

Core Competencies

Competency	Comments	Rating
Leadership	<div></div>	<div></div>
Communication	<div></div>	<div></div>
Decision Making	<div></div>	<div></div>
Problem Solving	<div></div>	<div></div>
Team Management	<div></div>	<div></div>

Key Achievements

Areas for Improvement

Training & Development Needs

Overall Comments

Employee Comments

Signatures

HR Manager Signature

Employee Signature

Date