

Competency-Based Appraisal Sample Form

Employee Information

Name

Position/Title

Department

Appraisal Date

Competency Assessment

Competency	Expected Level	Employee Rating	Comments
e.g. Communication	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Teamwork	<input type="text"/>	<input type="text"/>	<input type="text"/>
e.g. Problem Solving	<input type="text"/>	<input type="text"/>	<input type="text"/>

Overall Comments

Development Plan

Strengths

Areas for Improvement

Recommended Training/Actions

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Employee Signature

Date

Appraiser Signature

Date