

Performance Appraisal Template

Employee Name:

John Doe

Employee Role:

Marketing Specialist

Department:

Marketing

Review Period (From – To):

Jan. 1, 2024 – Dec. 31, 2024

Total Rating Score:

31

Average Rating Score:

3.88

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
Job Knowledge				4		Strong grasp of role.
Quality of Work				4		Consistently high-quality output.
Productivity			3			Meets expected output.
Communication				4		Clear and professional.
Teamwork					5	Excellent team contributor.
Problem-Solving			3			Handles routine issues well.
Dependability				4		Reliable and consistent.
Initiative				4		Proactive and engaged.
Total:			6	20	5	

Goals Achieved:

Successfully led the Q2 product launch campaign.

Improved email marketing open rates by 15%.

Completed advanced training in digital analytics.

Areas for Improvement:

Time management during peak campaign periods.

Delegating tasks more effectively within the team.

Future Goals & Expectations:

Lead a cross-functional campaign in Q3 2025.

Mentor a junior marketing associate.

Complete certification in content strategy.

Reviewer Comments:

John has shown consistent growth and strong collaboration skills. With continued focus on time management, she is well-positioned for leadership opportunities.

Signature:

Employee Comments:

I appreciate the feedback and look forward to taking on more strategic responsibilities in the coming year.

Signature:

What To Do About Performance Appraisal

ML Morrison



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