

the employee's details (name, date they commenced employment, contact details etc)
details of the employee's role (eg job title, department they work in, supervisor)
key duties and responsibilities of the employee's role
performance indicators/competencies and standards
rating scales

results, both positive and negative that identify current level of performance whether the employee met performance indicators (eg Do they possess the required competencies? Did they meet the performance standards?)

a summary of the employee's performance since their last appraisal
comments from both the employee and the manager

development recommendations/ an action plan (ie ways to improve performance, support to be given to the employee, actions the employee will take, actions the employer will take)

goals for the future including career goals and aspirations

employee feedback comments written by the employee in response to the performance appraisal

signature/considering the importance of the documentation, the employee and manager should sign the appraisal document to indicate their understanding of what has been recorded