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How to Write Performance Appraisals A performance appraisal is a tool used by managers to evaluate an employee's performance and abilities over a specific period of time, usually one year. The performance appraisal is a written document that typically accompanies an in-person review during which the manager and employee may discuss an employee's performance.

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To write a performance appraisal, make sure to focus on the employee's strengths, as well as their weaknesses, and support each point with written feedback. If you need to be critical, make your criticism constructive by telling the employee how they can improve in specific areas. For example, instead of saying "make better sales calls," you could suggest that they work on their tone and

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