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# Appraisal Form Sample

## Employee Information

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Department: \_\_\_\_\_
- Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_
- Evaluator: \_\_\_\_\_
- Date of Evaluation: \_\_\_\_\_

## Section 1: Performance Criteria

Rate the employee on the following aspects using the scale: 1 (Poor) - 5 (Excellent).

Criteria	1	2	3	4	5	Comments
Quality of Work						
Quantity of Work						
Timeliness						
Teamwork						
Communication Skills						
Problem-Solving Abilities						
Attendance and Punctuality						

<b>Adaptability</b>						
<b>Initiative and Creativity</b>						
<b>Customer Service (if applicable)</b>						
<b>Leadership (for supervisory roles)</b>						

## Section 2: Goals and Objectives

### Achievements in the Current Review Period

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Goals for the Next Review Period

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Development Plan

- Skills to Develop: \_\_\_\_\_
- Training Needs: \_\_\_\_\_
- Support Required: \_\_\_\_\_

## Section 3: Overall Performance Rating

- Outstanding
- Exceeds Expectations
- Meets Expectations

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- Needs Improvement
  - Unsatisfactory

#### **Section 4: Employee Feedback**

- Comments on the Evaluation: \_\_\_\_\_
- Personal Achievements: \_\_\_\_\_
- Concerns and Suggestions: \_\_\_\_\_

#### **Section 5: Acknowledgement**

This section confirms that the appraisal has been discussed and reviewed by both the employee and the evaluator.

- **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_