

# Performance Appraisal Form

## Employee Information

- Employee Name:
- Position:
- Department:
- Appraisal Period:
- Supervisor/Manager:

## Performance Criteria

Rate the employee's performance according to the following scale:

- 1 = Poor
- 2 = Below Average
- 3 = Average
- 4 = Above Average
- 5 = Excellent

Performance Criteria	Rating (1-5)	Comments
Quality of Work		
Quantity of Work		
Dependability		
Communication Skills		
Teamwork and Collaboration		

Performance Criteria	Rating (1-5)	Comments
Quality of Work		
Quantity of Work		
Problem-Solving and Decision Making		
Leadership and Initiative		
Professionalism and Attitude		
Attendance and Punctuality		
Adherence to Policy		
Skills Development		

### Overall Performance

- **Overall Rating:** [Summarize the overall performance rating based on the criteria above.]
- **Strengths:** [List the employee's key strengths as observed during the appraisal period.]
- **Areas for Improvement:** [List the areas where the employee could improve.]

### Goals and Objectives

- **Achievements Against Previous Goals:** [Summarize the achievements against the goals set in the last appraisal.]
- **Goals for Next Period:** [List the goals for the employee for the upcoming period.]

- **Development Plan:** [Outline any training, mentoring, or courses that will support the employee's growth.]

### Employee Feedback

- **Comments on Performance Appraisal:** [Provide any comments or feedback from the employee regarding their performance appraisal.]
- **Career Aspirations and Goals:** [Outline the employee's career aspirations and goals.]

### Supervisor/Manager Comments

- **Comments:** [Provide additional comments or observations made by the supervisor/manager.]

### Acknowledgment

This section acknowledges that the performance appraisal has been discussed and reviewed by both the employee and the supervisor/manager.

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

- **Supervisor/Manager Signature:** \_\_\_\_\_ **Date:**  
\_\_\_\_\_

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### Instructions for Use:

This form should be printed and filled out manually for each employee undergoing a performance appraisal. Ensure that both the employee and the supervisor/manager have ample opportunity to discuss the content of the appraisal before signing off. This form can be customized to include additional criteria or details specific to the role or department as needed.