

Best Performance Appraisal Form PDF

Employee Information

- Employee Name: _____
- Position: _____
- Department: _____
- Review Period: _____

Performance Criteria

- Leadership Skills: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Problem Solving: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Communication Skills: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Adaptability: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____

Achievements and Recognitions

- Key Achievements: _____
- Awards and Recognitions: _____

Development and Improvement

- Areas for Improvement: _____
- Proposed Training and Development: _____

Final Assessment

- Table:

Performance Rating	Reviewer's Comments	Future Objectives	Employee's Input
_____ _____	_____ _____	_____ _____	_____ _____

Review Completion

- Employee's Comments: _____
- Employee's Signature: _____
- Date: _____
- Reviewer's Signature: _____
- Date: _____