
Employee Appraisal Form Template

Employee Information:

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

Performance Evaluation:

- Quality of Work: _____
- Reliability: _____
- Communication Skills: _____
- Teamwork: _____
- Initiative: _____

Overall Performance:

- Summary: _____
- Supervisor's Recommendations: _____

Employee Feedback:

- Areas for Improvement: _____
- Goals for Next Period: _____

Supervisor Information:

- **Supervisor Name:** _____
- **Signature:** _____
- **Date:** _____