
Performance Appraisal Form Template

Employee Information

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

Performance Evaluation

- Quality of Work: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Efficiency: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Team Collaboration: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____
- Innovation: _____ (Exceeded, Met, Below Expectations)
 - Comments: _____

Goals and Objectives

- Table:

Achievements	Improvements	Future Goals	Manager's Feedback
_____	_____	_____	_____
_____	_____	_____	_____

Employee Feedback

- Comments: _____
- Employee Signature: _____
- Date: _____

Final Evaluation

- Overall Performance Rating: _____ (Outstanding, Satisfactory, Needs Improvement, Unsatisfactory)
- Supervisor's Final Comments: _____
- Supervisor's Signature: _____
- Date: _____