

Employee Performance

Appraisal Review Form

This form is used for the formal assessment of an employee's performance over a designated period.

Employee Information

- Full Name: _____
- Job Title: _____
- Department: _____
- Manager/Supervisor Name: _____
- Review Period (From-To): _____ to _____

Performance Criteria

Rate the following areas based on performance during the review period:

Performance Area	Rating (1-5)	Comments
Work Quality		
Communication Skills		
Problem-Solving		
Reliability		
Team Collaboration		

Employee Strengths:

Areas for Improvement:

Reviewer's Final Comments:

Signatures

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