**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: \_\_\_\_\_\_\_\_\_\_\_**