

Employee Work Performance Appraisal Form PDF

Employee Details

- Name: _____
- Employee ID: _____
- Department: _____
- Manager: _____
- Date of Review: _____

Performance Review Categories

Key Competencies	Needs Improvement	Satisfactory	Excellent	Comments
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Creativity & Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Goal Setting and Improvement Plan

- Key Accomplishments: _____
- Areas for Improvement: _____
- Recommended Training: _____
- Future Performance Goals: _____

Signatures

- Employee Signature: _____ Date: _____
- Manager's Signature: _____ Date: _____
- HR Representative: _____ Date: _____