## **Employee Appraisal Form**

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| **Employee Name:** |  |
| **Employee Title:** |  |
| **Department:** |  |

I**nstructions:**

This form is designed to be completed by the supervisor, providing a narrative to review key performance metrics in the following 8 areas during the (time to be reviewed) period.

1. Job Knowledge
2. Work Quality
3. Attendance & Punctuality
4. Productivity
5. Communications Skills
6. Dependability
7. Employee Development Initiative
8. Other Metrics

In addition, there is a space to set goals for both performance improvement and employee development.

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| **Performance Metrics** | **Manager Feedback** |
| 1. Job Knowledge
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| 1. Work Quality
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| 1. Attendance & Punctuality
 |  |
| 1. Productivity
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| 1. Communications Skills
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| 1. Dependability
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| 1. Employee Development Initiative
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| 1. Other Metrics (Optional)
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| **Performance Goals**  |
| 1.  |
| 2.  |
| 3.  |

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| **Professional Development Goals**  |
| 1.  |
| 2.  |
| 3.  |

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

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| **Employee Name (Print)** | **Date** | **Employee Signature** | **Date** |

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| **Supervisor Name (Print)** |  |

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| **Supervisor Signature** |  |