

**Form:** Employee Appraisal Form

**Description:** This is a sample form that can be used to appraise an employee's performance.

## Employee Appraisal Form

Date: _____	
Name of Employee: _____	Completed By: _____
<b>A. Most successful job accomplishments since last performance period:</b>  1. _____ 2. _____ 3. _____ 4. _____	
<b>B. Key strengths of employee:</b>  1. _____ 2. _____ 3. _____ 4. _____	
<b>C. Problems since last performance appraisal:</b>  1. _____ 2. _____ 3. _____ 4. _____	
<b>D. Key areas that need improvement:</b>  1. _____ 2. _____ 3. _____ 4. _____	

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E. Teamwork Ability:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

F. What Warnings, If Any, Should be Given to Employee?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

G. How Would You Rate the Employee on the Following:

	Excellent	Above Satisfactory	Satisfactory	Average	Below Average	Unsatisfac- tory
Attitude						
Initiative						
Dependability						
Work quality						
Work quantity						
Knowledge of job						
Team Play						
Organization Ability						
Judgement						
Responsibility						

H. Any other Observations?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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I. Action to be taken if improvement is desired:

<i>Plan of action</i>	<i>By whom</i>	<i>Future Review Dates Schedule</i>				<i>Completion Date</i>

J. Overall Performance:

Excellent (90-100) \_\_\_\_\_

Average (70-74) \_\_\_\_\_

Above Satisfactory (80-89) \_\_\_\_\_

Below Average (60-69) \_\_\_\_\_

Satisfactory (75-79) \_\_\_\_\_

Unsatisfactory (under 60) \_\_\_\_\_

Has this performance appraisal been reviewed with the employee? \_\_\_\_\_ Yes \_\_\_\_\_ No