

# Performance Appraisal Form

This **performance appraisal form** sample is designed specifically for small businesses seeking a straightforward and effective evaluation tool. It simplifies employee assessments by focusing on key performance metrics and clear feedback. Ideal for maintaining productivity and fostering growth in a manageable format.

## Employee Information

Employee Name	<input type="text"/>
Position	<input type="text"/>
Appraisal Period	<input type="text" value="e.g. Jan 2023 - Dec 2023"/>
Reviewer	<input type="text"/>

## Performance Metrics

Criteria	Needs Improvement	Meets Expectations	Exceeds Expectations
Quality of Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teamwork	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Strengths

List key strengths...

## Areas for Improvement

List areas for improvement...

## Goals for Next Period

Set goals for the next period...

## Comments & Signatures

<b>Reviewer Comments</b>	<div></div>
<b>Employee Comments</b>	<div></div>
<b>Reviewer Signature</b>	<div></div>
<b>Date</b>	<div></div>
<b>Employee Signature</b>	<div></div>
<b>Date</b>	<div></div>