

Annual Performance Appraisal Questionnaire Sample

Using an **annual performance appraisal questionnaire sample** helps organizations systematically evaluate employee achievements and areas for improvement. This tool ensures consistent feedback and supports professional growth throughout the year. Implementing a well-structured questionnaire enhances the accuracy and fairness of performance reviews.

Sample Questionnaire

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

Performance Evaluation

1. Quality of Work:

Excellent

Good

Average

Needs Improvement

2. Communication Skills:

Excellent

Good

Average

Needs Improvement

3. Teamwork and Collaboration:

Excellent

Good

Average

Needs Improvement

4. Initiative and Problem Solving:

Excellent

Good

Average

Needs Improvement

5. Dependability and Attendance:

Excellent

Good

Average

Needs Improvement

Comments & Suggestions

List the employee's key strengths:

Areas for improvement:

Suggested goals for the next appraisal period:

Submit Appraisal