

# Employee Performance Assessment Form Sample

Use this **employee performance assessment form sample** to effectively evaluate staff productivity and identify areas for growth. It provides a structured format to review key performance indicators and set future goals. Simplify the appraisal process while ensuring comprehensive feedback and development planning.

**Employee Name:**

**Position/Title:**

**Department:**

**Review Period:**

e.g., Jan 2024 - Jun 2024

**Key Performance Indicators (KPIs):**

KPI	Rating (1-5)	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>

**Strengths/Key Achievements:**

**Areas for Improvement:**

**Goals for Next Review Period:**

**Additional Comments:**

**Employee Signature:**

**Date:**

**Supervisor/Manager Signature:**

**Date:**