

# 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	<div></div>	<div></div>
Productivity	<div></div>	<div></div>
Teamwork	<div></div>	<div></div>
Initiative	<div></div>	<div></div>
Communication	<div></div>	<div></div>

Strengths/Key Achievements:

Areas for Improvement:

Goals for Next Review Period:

Additional Comments:

Employee Signature:

Date:

**Supervisor/Manager Signature:**

**Date:**