

Staff Appraisal Evaluation Form Sample

The **staff appraisal evaluation form sample** is designed to systematically assess employee performance, skills, and development needs. It provides a structured format for managers to deliver constructive feedback and set future goals. Using this form enhances transparency and supports workforce growth.

Employee Information			
Name:	<input type="text"/>	Position:	<input type="text"/>
Department:	<input type="text"/>	Appraisal Period:	<input type="text" value="e.g. Jan 2024 - Jun 2024"/>

Evaluation Criteria	Rating (1-5)	Comments
Job Knowledge	<div>Select</div>	<div></div>
Quality of Work	<div>Select</div>	<div></div>
Teamwork & Collaboration	<div>Select</div>	<div></div>
Initiative & Problem Solving	<div>Select</div>	<div></div>
Communication Skills	<div>Select</div>	<div></div>

Summary & Future Goals	
Employee's Key Strengths:	<div></div>
Areas for Improvement:	<div></div>
Goals for Next Period:	<div></div>
Additional Comments:	<div></div>

Signatures	
Employee Signature:	<div></div> Date: <div></div>

Manager/Supervisor Signature:

_____ Date: _____

Submit Evaluation