

# 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:	e.g. Jan 2024 - Jun 2024

Evaluation Criteria	Rating (1-5)	Comments
Job Knowledge	<input type="text" value="Select"/>	<input type="text"/>
Quality of Work	<input type="text" value="Select"/>	<input type="text"/>
Teamwork & Collaboration	<input type="text" value="Select"/>	<input type="text"/>
Initiative & Problem Solving	<input type="text" value="Select"/>	<input type="text"/>
Communication Skills	<input type="text" value="Select"/>	<input type="text"/>

Summary & Future Goals	
Employee's Key Strengths:	<input type="text"/>
Areas for Improvement:	<input type="text"/>
Goals for Next Period:	<input type="text"/>
Additional Comments:	<input type="text"/>

Signatures	
Employee Signature:	<input type="text"/>
Date:	<input type="text"/>

Manager/Supervisor Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

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