

Employee Performance Appraisal Questionnaire Template

Use this **employee performance appraisal questionnaire template** to efficiently evaluate staff achievements and identify areas for improvement. It streamlines the feedback process, ensuring comprehensive and constructive reviews. Ideal for enhancing workforce productivity and development.

Employee Information

Employee Name:

Position/Title:

Department:

Review Period:

Performance Evaluation

1. Quality of Work:

 Excellent

2. Productivity:

 Excellent

3. Communication Skills:

 Excellent

4. Teamwork and Collaboration:

 Excellent

5. Initiative and Problem Solving:

 Excellent

Key Achievements:

Areas for Improvement:

Suggested Goals for Next Period:

Reviewer Comments

Additional Feedback:

Reviewer Name:

Date:

Submit Appraisal