

# 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