

Performance Appraisal Questionnaire for New Hires

This **performance appraisal questionnaire** for new hires is designed to evaluate the initial skills, adaptability, and integration of employees within the company. It helps managers identify strengths and areas for improvement during the onboarding phase. The feedback collected supports informed decisions for employee development and long-term success.

General Information

Employee Name:

Manager Name:

Hire Date:

Evaluation Criteria

1. Job Knowledge:

Understands assigned responsibilities, tools, and processes.

Excellent

2. Adaptability:

Adjusts to new challenges and changing work environments.

Excellent

3. Communication Skills:

Effectively communicates with colleagues and supervisors.

Excellent

4. Teamwork:

Works collaboratively and supports team objectives.

Excellent

5. Initiative:

Proactively seeks solutions and takes responsibility for tasks.

Excellent

Feedback & Comments

What strengths have you observed in the new hire?

What areas need improvement?

Additional Comments:

Submit Appraisal