

Performance Appraisal Report

Employee Information

- **Name:** [Employee Name]
- **Position:** [Job Title]
- **Department:** [Department]
- **Appraisal Period:** [Start Date] to [End Date]

Assessment Category: Teamwork and Collaboration

The **performance appraisal report** evaluates an employee's effectiveness in teamwork and collaboration, highlighting their ability to work harmoniously within a group. It details contributions to team goals, communication skills, and conflict resolution. This assessment aids in identifying strengths and areas for improvement to enhance overall team productivity.

Performance Summary

- **Contribution to Team Goals:** [Describe how the employee contributed to team objectives and shared responsibility.]
- **Communication Skills:** [Evaluate the employee's clarity, listening skills, and openness in communication within the team.]
- **Collaboration:** [Assess the employee's willingness to cooperate, assist colleagues, and share knowledge/expertise.]
- **Conflict Resolution:** [Discuss the employee's effectiveness in managing disagreements and maintaining a positive team environment.]

Strengths

- [List specific strengths such as proactive participation, motivating team members, or effective problem-solving within teams.]

Areas for Improvement

- [Identify aspects that require development, for example, seeking more feedback, improving response to team disagreements, etc.]

Recommendations

- [Provide actionable recommendations such as attending communication workshops, taking on a team leadership role, or participating in conflict management training.]

Appraiser's Comments

[Appraiser's additional feedback and overall evaluation of the employee's teamwork and collaboration.]

Employee's Comments

[Employee's feedback or response to the appraisal results.]

Signatures

- **Appraiser:** _____ Date: _____
- **Employee:** _____ Date: _____