

# Employee Performance Appraisal Form

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Period: \_\_\_\_\_

## Performance Criteria

Criteria	Rating (1-5)	Comments
<strong>Job Knowledge</strong>		
Understands duties and responsibilities	4	<i>Demonstrates thorough understanding of job requirements and readily applies knowledge in daily tasks.</i>
Stays updated with industry trends	3	<i>Shows initiative in staying current, but could engage more with industry training resources.</i>
<strong>Quality of Work</strong>		
Accuracy and attention to detail	5	<i>Consistently produces accurate work with minimal errors.</i>
Completes work on time	4	<i>Meets deadlines and manages workload effectively, though occasionally requires reminders during peak periods.</i>
<strong>Communication</strong>		
Expresses ideas clearly	4	<i>Communicates well with team members and management. Feedback to team could be more concise.</i>
Listens and responds appropriately	5	<i>Actively listens and responds with thoughtful feedback. Encourages open dialogue.</i>
<strong>Teamwork</strong>		
Works well with others	5	<i>Regularly collaborates with team members and contributes to a positive work environment.</i>
Supports team goals	4	<i>Shows strong commitment to team objectives and assists others when needed.</i>
<strong>Initiative</strong>		
Takes proactive steps	3	<i>Can further improve by suggesting more solutions and taking independent initiatives.</i>
Seeks opportunities for improvement	4	<i>Demonstrates desire for professional growth and participates in relevant trainings.</i>

## Strengths

- Strong attention to detail and accuracy.
- Positive attitude and effective collaborator.
- Reliable in meeting deadlines and supporting team goals.

## **Areas for Improvement**

- Increase proactive communication by sharing project updates more frequently.
- Enhance industry-related skills through additional training sessions.
- Take greater initiative in proposing new ideas or process improvements.

## **Employee Comments**

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## **Supervisor's Overall Comments**

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## **Signatures**

Employee Signature:	<hr/>	Date:	<hr/>
Supervisor Signature:	<hr/>	Date:	<hr/>