

Detailed Performance Appraisal Form Sample

This **detailed performance appraisal form sample** includes a comprehensive rating scale to evaluate employee performance effectively. It is designed to assess various competencies and provide clear, measurable feedback. Utilizing this form helps in identifying strengths and areas for improvement in a structured manner.

Employee Information

Employee Name		Employee ID	
Department		Position	
Appraisal Period		Date of Review	
Reviewer Name		Reviewer Position	

Performance Rating Scale

Rating	Description
5 – Outstanding	Performance is exceptional and consistently exceeds expectations.
4 – Exceeds Expectations	Performance often exceeds job requirements and expectations.
3 – Meets Expectations	Performance consistently meets job requirements and expectations.
2 – Needs Improvement	Performance sometimes falls short of job requirements.
1 – Unsatisfactory	Performance consistently falls short of job requirements.

Competency Assessment

Competency	Description	Rating (1-5)	Comments / Examples
Quality of Work	Accuracy, thoroughness, attention to detail		
Productivity	Volume of work completed, efficiency, timeliness		
Communication	Clarity, effectiveness, active listening		
Teamwork	Cooperation, collaboration, supportiveness		
Initiative	Proactiveness, problem-solving, adaptability		
Dependability	Punctuality, attendance, reliability		
Customer Focus	Service orientation, responsiveness, professionalism		

Strengths and Areas for Improvement

Strengths	
Areas for Improvement	

Development and Training Recommendations

Recommendation	
Action Plan	

Overall Performance Summary

Provide an overall summary of the employee's performance, key achievements, and overall rating.

Summary	
Overall Rating (1-5)	

Signatures

Employee Signature		Date	
Reviewer Signature		Date	