

# Staff Annual Appraisal Evaluation Form

Use this **staff annual appraisal evaluation form** sample to effectively assess employee performance, set goals, and provide constructive feedback. It ensures a structured approach to reviewing achievements and identifying areas for improvement annually. Incorporate this template to streamline your performance management process.

## Employee Information

Employee Name:	<input type="text"/>
Job Title:	<input type="text"/>
Department:	<input type="text"/>
Appraisal Period:	<input type="text"/>
Supervisor/Manager:	<input type="text"/>

## Performance Evaluation

Performance Area	Rating (1-5)	Comments
Job Knowledge	<input type="text"/>	<input type="text"/>
Work Quality	<input type="text"/>	<input type="text"/>
Communication Skills	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Initiative	<input type="text"/>	<input type="text"/>
Attendance & Punctuality	<input type="text"/>	<input type="text"/>

## Achievements & Strengths

## Areas for Improvement

## Goals for Next Year

## Employee Comments

## Supervisor/Manager Comments

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Employee Signature:	_____	Date:	_____
Supervisor/Manager Signature:	_____	Date:	_____