**EMPLOYEE APPRAISAL FORM**

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| --- |
| **Date:**  |
| **Name of Employee:** | **Completed By:** |
| **A. Most successful job accomplishments since the last performance period:**1. 2. 3. 4.  |
| **B. Key strengths of the employee:**1. 2. 3. 4.  |
| **C. Problems since last performance appraisal:**1. 2. 3. 4.  |
| **D. Key areas that need improvement:**1. 2. 3. 4.  |
| **E. Teamwork Ability:**1. 2. 3. 4.  |
| **F. What Warnings, if any, should be given to the Employee?**1. 2. 3. 4.  |
| **G. How Would You Rate the Employee on the Following:** |
|  | Excellent | Satisfactory | Average | Below Average | Unsatisfactory |
| Attitude |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Dependability |  |  |  |  |  |
| Work Quality |  |  |  |  |  |
| Work Quantity |  |  |  |  |  |
| Knowledge of Job |  |  |  |  |  |
| Team Play |  |  |  |  |  |
| Organisation Ability |  |  |  |  |  |
| Judgement |  |  |  |  |  |
| Responsibility |  |  |  |  |  |
| **H. Any other relevant Observations?**    |
| **I. Action to be taken if improvement is desired:** |
| Plan of Action | By Whom | Future ReviewDates Schedule | CompletionDate |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **J. Overall Performance:**  Excellent (90-100) Average (70-74)  Above Satisfactory (80-89) Below Average (60-69)  Satisfactory (75-79) Unsatisfactory (under 60) Has this performance appraisal been reviewed with the employee? Yes No |