**EMPLOYEE APPRAISAL FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 Review Dates Schedule | | | | | | Completion Date | |
|  | |  | | |  | |  |  | |  |  | |
|  | |  | | |  | |  |  | |  |  | |
| **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 | | | | | | | | | | | | |