## **Employee Appraisal Form**

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| Employee Name: |  |
| Employee Title: |  |
| Department: |  |

I**nstructions:**

This form is designed to be completed by the supervisor, providing a narrative to review key performance metrics in the following 8 areas during the (time to be reviewed) period.

1. Job Knowledge
2. Work Quality
3. Attendance & Punctuality
4. Productivity
5. Communications Skills
6. Dependability
7. Employee Development Initiative
8. Other Metrics

In addition, there is a space to set goals for both performance improvement and employee development.

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| Performance Metrics | Manager Feedback |
| 1. Job Knowledge |  |
| 1. Work Quality |  |
| 1. Attendance & Punctuality |  |
| 1. Productivity |  |
| 1. Communications Skills |  |
| 1. Dependability |  |
| 1. Employee Development Initiative |  |
| 1. Other Metrics (Optional) |  |

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| Performance Goals |
| 1. |
| 2. |
| 3. |

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| Professional Development Goals |
| 1. |
| 2. |
| 3. |

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

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| Employee Name (Print) | Date | Employee Signature | Date |

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| --- | --- |
| Supervisor Name (Print) |  |

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| --- | --- |
| Supervisor Signature |  |