

Job Performance Appraisal

Employee Information

Employee Name

Job Title

Department

Review Date

Review Period

Performance Criteria

Criteria	Rating	Comments
Quality of Work	<input type="text"/>	<input type="text"/>
Productivity	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>
Dependability	<input type="text"/>	<input type="text"/>

Strengths

Areas for Improvement

Goals for Next Period

Additional Comments

Signatures

Employee Signature

Date

Reviewer Signature

Date