

# Staff Appraisal Form

Employee Name

Employee ID

Department

Position/Title

Appraisal Period

Date of Appraisal

## Performance Evaluation

Criteria	Comments	Rating
Quality of Work		
Productivity		
Teamwork/Collaboration		
Communication		
Initiative		
Dependability		

## Strengths and Achievements

## Areas for Improvement

## Goals & Objectives for Next Period

## Appraiserâ€™s Overall Comments

Appraiser's Name & Signature

Date

Employee's Name & Signature

Date