

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

Appraiser's Overall Comments

Appraiser's Name & Signature

Date

Employee's Name & Signature

Date