

Performance Appraisal Summary Sheet

Employee Name		Position/Title	
Department		Appraisal Period	
Supervisor		Date of Review	

Performance Criteria

Criteria	Rating	Comments
Quality of Work		
Productivity		
Communication		
Initiative		
Teamwork		
Dependability		

Strengths

Enter strengths...

Areas for Improvement

Enter areas for improvement...

Goals and Development Plan

Enter goals and development plans...

Employee Signature

Date: _____
Supervisor Signature

Date: _____