

# 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: \_\_\_\_\_