

Performance Evaluation Form

Appraisee's name:	Name:
Job title:	Reporting to:
Date of joining:	Review period:

Performance Evaluation

Please rate performance in each of the following scale:

E = Excellent G = Good S = Satisfactory I = Improvement Needed U = Unsatisfactory

Key Skills	Rating	
Job knowledge		
Communication skills		
Problem-solving skills		
Initiative		
Customer service skills		
Attendance and time keeping		
Overall performance	Rating	

Review

What was particularly successful

What were the areas for improvement

Objectives

Set specific objectives for the next appraisal meeting. The objectives should be Specific, Measurable, Agreed, Realistic, Time-bound). Identify a

and agree these during the appraisal meeting. The objectives should be Specific, Measurable, Agreed, Realistic, Time-bound). Identify a

1.

2.

3.

4.

5.

Appraisee's general comments:

Appraiser's general comments:

Signed by appraisee:

PRINT NAME:

Signed by appraiser:

PRINT NAME:

S

A

M

P

L

F