Employee Appraisal Form

Annual or six-monthly appraisal: review of objectives, performance ratings, development needs and new objectives.

Details

Employee name *	
Job title	
Reviewer *	
Review date *	_____ / _____ / _____
Review period *	☐ Annual ☐ Six-monthly ☐ End of probation

Previous objectives

Objective *	Outcome *	Comments

Ratings

Item	1 - Below	2 - Developing	3 - Good	4 - Strong	5 - Outstanding
Quality of work *	☐	☐	☐	☐	☐
Productivity *	☐	☐	☐	☐	☐
Health and safety *	☐	☐	☐	☐	☐
Communication *	☐	☐	☐	☐	☐
Teamwork *	☐	☐	☐	☐	☐
Customer focus *	☐	☐	☐	☐	☐
Reliability *	☐	☐	☐	☐	☐

Development and objectives

Strengths	
Areas to develop	
Training or support requested	
Objectives for the next period *	
Employee comments	

Sign-off

Employee signature *	
Reviewer signature *	
Next review date	_____ / _____ / _____

* Required