

Employee Appraisal

Employee Name _____
Position _____ Department _____
ID # _____ Present Rate _____
Date of Review ____/____/____ Six-Month Review Annual Review Other _____

Performance Appraisal Ratings

- Quality of Work** Consider the quality of work produced and the promptness with which it is completed.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Productivity** Consider the ability to produce a quantity of accepted work that meets company standards.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Knowledge of Job** Consider the knowledge of present job, of other work closely related to it, and of the equipment necessary to perform job functions.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Reliability and Dependability** Consider the amount of supervision required, and job performance regarding timely completion and follow-up.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Attendance** Consider overall attendance record and punctuality.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Initiative** Consider the extent to which new work assignments and additional duties are sought out when necessary.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____

- Creativity** Consider the ability to offer suggestions and propose new and creative ideas, and solutions to working situations.
 Outstanding Very Good Good Below Average Unsatisfactory
Comments: _____
