

## Employee Self-Appraisal

Employee Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Title/Position \_\_\_\_\_ Department \_\_\_\_\_

Hire Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Review Period: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

### Performance Appraisal Ratings

**1. 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: \_\_\_\_\_

**2. Productivity** Consider the ability to produce a quantity of accepted work which meets company standards.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: \_\_\_\_\_

**3. 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: \_\_\_\_\_

**4. 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: \_\_\_\_\_

**5. Attendance** Consider overall attendance record and punctuality.

Outstanding  Very Good  Good  Below Average  Unsatisfactory

Comments: \_\_\_\_\_

**6. 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: \_\_\_\_\_

\_\_\_\_\_