

Employee Appraisal

Employee Name _____

Position _____ Department _____

ID # _____ Present Rate _____

Date of Review ____/____/____ Six-Month Review Annual Review Other _____

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: _____

7. 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: _____
