

IT Support Staff Appraisal Form

Personal Details

Name

Position/Title

Department

Appraisal Period

Date

Key Responsibilities

Performance Assessment

Criteria	Rating	Comments
Technical Skills	<input type="text"/>	<input type="text"/>
Problem Solving	<input type="text"/>	<input type="text"/>
Response Time	<input type="text"/>	<input type="text"/>
Communication	<input type="text"/>	<input type="text"/>
Teamwork	<input type="text"/>	<input type="text"/>

Achievements

Areas for Improvement

Training/Development Needs

Additional Comments

Appraiser's Name	<div></div>
<hr/>	
Appraiser's Signature	<div></div>
<hr/>	
Date	<div></div>
<hr/>	
Staff Member's Name	<div></div>
<hr/>	
Staff Member's Signature	<div></div>
<hr/>	
Date	<div></div>
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