

Employee Performance Appraisal Sheet

Employee Name

Position/Title

Review Period

Reviewer/Supervisor

Date

Performance Criteria

| Criteria | Rating | Comments |
|------------------------------|-------------|-------------|
| Quality of Work | <div></div> | <div></div> |
| Productivity & Efficiency | <div></div> | <div></div> |
| Attendance & Punctuality | <div></div> | <div></div> |
| Teamwork & Collaboration | <div></div> | <div></div> |
| Communication Skills | <div></div> | <div></div> |
| Initiative & Problem Solving | <div></div> | <div></div> |

Overall Comments

Goals for Next Review Period

Employee Signature:

Date:

Reviewer Signature:

Date: