Employee Performance Appraisal

Employee Name _____ I.D. Number _____

Job Title _____ Manager Name _____

O - Outstanding A - Above Satisfactory S - Satisfactory B - Below Average U - Unsatisfactory

Evaluation

Communication Skills Rating _____

Knowledge of Job Rating _____

Knowledge of Company Rating _____

Initiative Rating _____

Problem Solving Skills Rating _____

Attendance Rating _____

Teamwork Rating _____

Overall Performance

Rating: Outstanding Above Satisfactory Satisfactory Below Satisfactory Unsatisfactory

Notes: _____

_____

_____

By signing this form, you indicate that all information in this performance appraisal has been read through thoroughly and is understood. The employee's signature does not in any way indicate whether he/she agrees or disagrees with the content provided in this appraisal.

Employee _____ Date _____

Supervisor _____ Date _____

Manager _____ Date _____

Human Resources _____ Date _____

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