

Example Employee Performance Appraisal Form:

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| **ABC Business**  **20XX Performance Appraisal**  **Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please check the box that best describes frequency of meeting performance measure.** | | | | | | | |
| **Customer Focus: Employee understands who their customers are and proactively responds to customer needs. Employee adheres to service standards with every customer contact.** | | | | | | | |
|  | Never  1 | 2 | | Sometimes  3 | 4 | | Always  5 |
| **Employee Self Assessment** |  |  | |  |  | |  |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  | |  |
| **Manager Comments** |  | | | | | | |
| **Teamwork: Employee values team interactions and works effectively with others. Is a team player and helps encourage and orient new team members. Is able to balance personal effort with project team effort.** | | | | | | | |
|  | Never  1 | 2 | | Sometimes  3 | 4 | Always  5 | |
| **Employee Self Assessment** |  |  | |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **Job knowledge: Employee understands every aspect of job tasks and responsibilities and proactively updates job skills. Offers assistance to help others improve job skills.** | | | | | | | |
|  | Never  1 | 2 | | Sometimes  3 | 4 | Always  5 | |
| **Employee Self Assessment** |  |  | |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **Communication: Employee communicates professionally with others, in print and shares thoughts and ideas appropriately. Listens to others and asks questions for clarification. Controls emotions under pressure.** | | | | | | | |
|  | Never  1 | 2 | | Sometimes  3 | 4 | Always  5 | |
| **Employee Self Assessment** |  |  | |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **Attendance and punctuality: Employee shows up for work at assigned time and provides ample notice when unable to come to work. Uses designated time off forms to request time away from work.** | | | | | | | |
|  | Never  1 | 2 | | Sometimes  3 | 4 | Always  5 | |
| **Employee Self Assessment** |  |  | |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **Completion of goals (refer to goal document):**  **Goal #1 – Facilitate employee focus group.** | | | | | | | |
|  | Not Started  1 | | 2 | In Process  3 | 4 | Completed  5 | |
| **Employee Self Assessment** |  | |  |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  | |  |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **Overall Performance** | | | | | | | |
|  | Needs Immediate Improvement  1 | 2 | | Meets Requirements  3 | 4 | Exceeds Expectations  5 | |
| **Employee Assessment** |  |  | |  |  |  | |
| **Employee Comments** |  | | | | | | |
| **Manager Assessment** |  |  | |  |  |  | |
| **Manager Comments** |  | | | | | | |
| **List any employee accomplishments for the year that were not part of predetermined goals.** | | | | | | | |
| **Employee Comments** |  | | | | | | |
| **Manager Comments** |  | | | | | | |
| **Employee Development Plan (including any continuing education needs).** | | | | | | | |
| **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***