

**Performance Appraisal Form**

**Appraisal’s Name:………………………………… Appraiser’s Name:……………………………………**

**Job Title:………………………………………………… Date of Meeting:………………………………….....**

**Date of Joining:……………………………………… Appraisals review period:………………………..**

**Performance Evaluation**

Please rate performance in each of the key skill areas on the following scale:

**E= Excellent G= Good S= Satisfactory I= Improvement Needed U= Unsatisfactory**

|  |  |  |
| --- | --- | --- |
| Key Skills | **Rating** | **Comments** |
| Job Knowledge  |  |  |
| Communication Skills |  |  |
| Problem Solving |  |  |
| Initiative |  |  |
| Customer service skills |  |  |
| Attendance and time keeping |  |  |

**Overall Rating:………………………………**

**Review**

What was particular successful over the review period?

What were the areas for improvement?

**Objectives**

Set Specific objectives for the next appraisal review period and agree these during the appraisal meeting. The objectives should be SMART (Specific, Measurable, Agreed, Realistic, Time-bound). Identify any support needed to achieve the objectives.

1.

2.

3.

4.

5.

**Appraisee’s general comments:**

**Appraiser’s General Comments:**

Signed by appraisee:……………………………………………….

Print Name:……………………………………………. Date………………………………………….

Signed by appraiser:………………………………………………

Print Name:……………………………………………. Date………………………………………….