

# Performance Appraisal Form

**Confidential**

Employee Name:	
Position:	
Department:	
Company:	
Date:	
Appraiser:	

## Section 1:

### Agenda & Revisit Date

1. Agenda & Revisit Date (1)
2. Review of last year's work objectives (2a)
3. Review of last year's career objectives (2b)
4. Performance Appraisal (3)
5. Creation of work objectives for next year (4a)
6. Creation of career objectives (4b)
7. Acknowledgements (5)
8. Follow-Up Appraisal Meeting Date: \_\_\_\_\_

## Section 2a:

**Appraiser's Review of Last Year's Work Objectives**

Based on the previous year's work objectives from the employee, the appraiser will make an informed and impartial evaluation of each objectives progress. Work objectives focus on immediate tasks and accomplishments within a specific role.

<b>Work Objective 1:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Work Objective 2:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Work Objective 3:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Work Objective 4:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed

## Section 2b:

**Appraiser's Review of Last Year's Career Objectives**

Based on the previous year's career objectives from the employee, the appraiser should make an informed and impartial evaluation of each objectives progress. Career objectives outline long-term professional aspirations and goals that can span multiple-years.

<b>Career Objective 1:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Career Objective 2:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Career Objective 3:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Career Objective 4:</b>	<b>Appraiser Evaluation:</b>
What was the objective?  Appraiser Comments:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed

## Section 3:

**Appraiser's Performance Appraisal**

For each of the parameters below, the employee and appraiser should make an informed and impartial evaluation while discussing the underlying reasoning for the marking. Through mutual discussion on the performance parameters, the appraisal review will cover all aspects of the employee's performance and behavior.

*Refer to Appraiser Rubric for a breakdown of each section.*

<b>Job Knowledge &amp; Competencies:</b>	<b>Appraiser Evaluation:</b>
The employee demonstrates a clear understanding of their duties while executing tasks in a manner that reflects company standards and best practices.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Strategic Planning &amp; Execution:</b>	<b>Appraiser Evaluation:</b>
The employee demonstrates an ability to organize their tasking through effective planning, time management, and a keen attention to detail.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Communication &amp; Teamwork:</b>	<b>Appraiser Evaluation:</b>
The employee demonstrates an ability to effectively communicate with company stakeholders while working collaboratively with interdepartmental staff.	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed
<b>Overall Evaluation for Section 3:</b> Comments (If applicable):	<input type="checkbox"/> Distinguished <input type="checkbox"/> Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Developing <input type="checkbox"/> Improvement Needed

## Section 4a:

**Current Work Objectives**

The appraiser and employee will discuss, document and refer to these work objectives for the rolling 12 month period. Work objectives focus on immediate tasks and accomplishments within a specific role.

*Do not list more than one objective per section.*

<b>Current Work Objective 1:</b>
<b>Current Work Objective 2:</b>
<b>Current Work Objective 3:</b>
<b>Current Work Objective 4:</b>

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**Section 4b:****Current Career Objectives**

The appraiser and employee will discuss, document and refer to these work objectives for the rolling 12 month period. Career objectives outline long-term professional aspirations and goals that can span multiple-years

*Do not list more than one objective per section.*

<b>Current Career Objective 1:</b>
<b>Current Career Objective 2:</b>
<b>Current Career Objective 3:</b>
<b>Current Career Objective 4:</b>

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Section 5:**Acknowledgments**

By signing this page, both appraiser and employee acknowledge that all sections of this performance appraisal have been completed, a 6-month follow-up date has been set, and all paperwork has been provided to the employee for future reference.

*Manager acknowledges that a copy of these documents have been provided for their records.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_