Performance Appraisal Evaluation Form

Employee Name:_____ Evaluation Date:_____
Title: _____ Department: _____
Report Type: _____ Period: _____

Cooperation
1. Cooperate with coworkers ____
2. Attitude____
3. Adaptability to schedule ____
4. Work extra hours ____
Comments: _____
_____

Attendance and Punctuality
1. Promptness ____
2. Attendance record ____
3. Extends when Required ____
4. Days Sick:_____
5. Days Tardy:_____
Comments:
_____

Initiative
1. Sees when something needs to be done and does it ____
2. Seeks help when required ____
3. A self-starter ____
4. Achieves overall goals____
5. Makes practical, workable suggestions ____
6. Commitment to self-improvement ____
Comments:
_____

Dependability
1. Finishes all assignments ____
2. Meets targets or deadlines ____
3. Handles obstacles to meet goals ____
4. Adapts to changes as necessary ____
5. Consistent performance ____
6. Personally accountable for actions ____
Comments:

_____

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Attitude
1. Offers assistance ____
2. Contribution ____
3. Sensitivity and consideration for others' ____
4. Accepts constructive criticism positively ____
5. Shows pride in work ____
Comments:
_____

Judgment
1. Demonstrates good judgment____
2. Analyzes decisions____
3. Ability to work under pressure ____
Comments:
_____

Job Skills
1. Job knowledge ____
2. Skills ____
3. Ideas or technologies ____
4. Other (specify):
_____

Communications
1. Oral Communication ____
2. Written Communication
Comments:
_____

Interpersonal Relationships
1. Positive relationship with management____
2. Positive relationship with other workers ____
3. Is a team player____
Comments:
_____

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Organizational Skills

1. Performs tasks in an organized and efficient manner ____
2. Handles multiple activities simultaneously ____
3. Makes effective use of time (not merely busy) ____

Comments:

_____

Comments:

_____

_____

Employee Signature: _____

Supervisor Signature: _____

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