**EMPLOYEE PERFORMANCE APPRAISAL**

Name: Review Date:

Position: Time in Job:

Department: Period Reviewed: to

1. JOB KNOWLEDGE—comments and examples:

1. COMPANY KNOWLEDGE—comments and examples:
2. CUSTOMER SERVICE—comments and examples:
3. INITIATIVE—comments and examples:

1. JUDGEMENT—comments and examples:

1. COMMUNICATION SKILLS—comments and examples:
2. PLANNING AND ORGANIZING WORK—comments and examples:
3. TIME MANAGEMENT—comments and examples:
4. QUALITY OF WORK—comments and examples:
5. CONFIDENTIALITY—comments and examples:
6. RELATIONSHIPS WITH CO-WORKERS—comments and examples:
7. RELATIONSHIPS WITH MANAGEMENT—comments and examples:
8. COST CONSCIOUSNESS—comments and examples:
9. SECURITY—comments and examples:
10. PERSONAL DEVELOPMENT—comments and examples:
11. BUSINESS ETHICS—comments and examples:

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1. STAFFING—comments and suggestions:
2. LEADERSHIP/SUPERVISORY SKILLS—comments and suggestions:
3. PERSONNEL DEVELOPMENT—comments and suggestions:
4. 21. PROCEDURES--comments and examples:

***REVIEW AND DISCUSSION OCCURRED ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***

*(date here)*

**Signatures: Employee Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor/Manager:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(Name here) (Name here)*