

### Sample Staff Appraisal Form

**Employee:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Period of Evaluation from**     /     /     **to**     /     /

**Evaluation Table:**

		Unsatisfactory	Meets minimum	Average	Above Average	Out standing	Score
		1	2	3	4	5	
1	Quality of work						
2	Volume of work						
3	Knowledge of job						
4	Initiative						
5	Co-operation						
6	Adaptability						
7	Communication						
8	Planning						
9	Teamwork						
10	Reliability						
						Total	

**Suggestions for Improvement:**

---

---

---

**Any other comments:**

---

---

---

**Date:**     /     /

**Supervisor:** \_\_\_\_\_

**Employee:** \_\_\_\_\_