

## EMPLOYEE PERFORMANCE APPRAISAL FORM

<b>Employee Name</b>	<b>Job Title</b>	<b>Department/Office</b>
<b>Supervisor</b>	<b>Appraisal Period</b>	<b>Date of Appraisal Discussion</b>

*Instructions: Section I to be completed by the supervisor and entire form to be provided to the employee to begin the self-assessment process (section II). Once the employee returns their completed self-assessment, supervisor will begin the supervisor assessment process (section III).*

I. **MAJOR RESPONSIBILITIES:** List the major responsibilities of the employee's position in approximate order of importance.

II. **EMPLOYEE SELF-ASSESSMENT:** This section is to be used by the employee to provide a self-assessment on their personal performance.

**Employee Signature:** Sign and return to supervisor within 48 hours of receipt. Date

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III. **SUPERVISOR ASSESSMENT:** Briefly describe the employees' performance of specific job responsibilities. Comment on accomplishments and contributions to your organization and ability to meet or achieve goals and objectives. Based upon your discussion with the employee, specify how any improvement might be made and/or identify any development or training opportunities.

**Date:**

**SUPERVISOR SIGNATURE:** The signature of the supervisor indicates that the completed Employee Performance Appraisal has been read.

**RETURN FORM TO RATING SUPERVISOR**