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Performance appraisal template

Employee's name:

Position:

Department:

Supervisor's name:

Review period:

Date of performance review:

[Objective 1]: [rating]

[Objective 2]: [rating]

[Objective 3]: [rating]

[Objective 4]: [rating]

[Objective 5]: [rating]

Overall rating: [number]/25

Achievements:

Areas of improvement:

Actions the employee took to improve from their previous review:

Professional goals:

Employee's comments:



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Performance appraisal example

Employee's name: Lisa Nelson

Position: Marketing specialist

Department: Marketing

Supervisor's name: Jorge Diaz

Review period: 7/1/19-1/1/20

Date of performance review: 1/12/20

Collaboration: 4

Lisa participated actively in the team meetings for the latest marketing campaign. She collaborated well with the graphic designer on the campaign to ensure the graphics matched the campaign goals.

Work ethic: 5

Lisa has thrown herself into her new position and is putting in the effort to understand and excel at her new responsibilities.

Problem-solving: 3

Because she's new in the position, Lisa tends to go to her supervisor immediately when she faces a problem. She's slowly gaining more confidence in herself and learning how to work through problems when they arise.

Decision making: 5

Lisa shows good judgment when developing marketing materials. She consistently uses market research on customer trends to make decisions about marketing campaigns.

Organization: 4

Lisa usually arrives on time and is ready to start work immediately. On the two days she arrived late during this review period, she worked late to work her full shift. Her organizational skills allow her to work efficiently on her marketing campaigns.

Overall rating: 21/25

Achievements: During her review period, Lisa was promoted from marketing associate to marketing specialist. In this new role, she is working hard to prove that she is ready for more responsibilities.

Areas of improvement: Lisa could improve on trying to solve problems before seeking assistance.



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Actions the employee took to improve from their previous review: Her previous goal was to come to work on time more consistently. Lisa made great strides in achieving this goal. When she comes in late occasionally, she is sure to stay late to make up her time.

Professional goals: During our review, Lisa expressed that she wants to be confident in her new role. She's working toward this goal by trying to rely on herself to solve more problems.

Employee's comments: This has been a busy review period for me. Now that I know my strengths and weaknesses, I look forward to working toward my new goals.

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