

Essay Performance Appraisal

Employee Name _____ Employee Number _____
Hire Date ____/____/____
Evaluation Date ____/____/____ _____ Annual _____ Months
Job Title _____ Job Grade _____
Supervisor _____ Department _____

Provide an overall assessment of the employee's performance during the last review period.

Identify and describe the employee's principle strengths.

Describe the areas in which the employee needs to improve.

Describe the employee's objectives for improving in the areas described above during the next review period.

1. _____

2. _____

3. _____

4. _____

Indicate specific training or development goals that will help the employee achieve long-term career objectives.

Employee Comments

Employee Signature _____ **Date** ____/____/____

Supervisor/Manager Signature _____ Date ____/____/____