

Peer Performance Appraisal

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

Peer Review

The goal of this review is to provide constructive feedback for improved performance. The results of this review will be integrated with the employee's overall performance review. Your input is completely confidential.

Please check the appropriate box for each criterion. Definitions are listed below.

Evaluation Criteria	Needs Improvement	Good	Outstanding	Not Applicable
Communication				
Cooperation				
Follow-through				
Initiative				
Job Knowledge				
Judgment				
Listening				
Negotiating				
Problem Solving				
Quality				
Quantity				

Definitions

- Communication: Effectively presents ideas and information orally or in written form.
- Cooperation: Works with others toward a common goal.
- Follow-through: Stays with a task until it is completed.
- Initiative: Originates constructive activity independent of direction from others.
- Job Knowledge: Exhibits a complete understanding of job duties and responsibilities.
- Judgment: Makes sound judgments.
- Listening: Accurately understands spoken and non-spoken messages.
- Negotiating: Achieves agreeable compromise favorable to one's own goals and objectives.
- Problem Solving: Demonstrates ability to define problems and develop solutions.
- Quality: Demonstrates a commitment to quality in all products, processes, and services.
- Quantity: Completes assigned duties in a timely manner without sacrificing quality.

Describe the employee's strongest skills.

Describe the employee's weakest skills.
