

STAFF APPRAISAL FORM

Employee Name: _____ Job Title: _____

Department: _____ Appraiser Name: _____

Performance Period:

From: _____ To: _____

1. Key Responsibilities & Objectives

List the main responsibilities and objectives for this appraisal period. Evaluate the achievement and any significant accomplishments or issues.

2. Performance Assessment

Quality of Work	Consistently meets or exceeds standards.
Productivity	Efficiency and volume of work completed.
Knowledge & Skills	Demonstrates required skills and expertise.
Communication	Effectiveness in verbal and written communication.
Teamwork	Cooperates and collaborates effectively with others.
Initiative & Problem Solving	Proactively addresses challenges.
Dependability	Reliability and punctuality.
Adaptability	Ability to adapt to changes and new requirements.
Compliance	Adheres to policies, procedures, and legislation.
Health & Safety	Maintains a safe working environment.

3. Training and Development Needs

Identify any training or development required to improve performance or prepare for future roles.

4. Future Objectives

Set clear objectives and targets for the next appraisal period, including measurable outcomes.

5. Overall Rating

☐	Outstanding	☐	Exceeds Expectations	☐	Meets Expectations	☐	Needs Improvement	☐	Satisfactory
--------------------------	-------------	--------------------------	----------------------	--------------------------	--------------------	--------------------------	-------------------	--------------------------	--------------

6. Comments

7. Signatures

Employee Signature

Appraiser Signature

Date:

Date:

This Staff Appraisal Form is a confidential document intended for performance review purposes only. It is compliant with UK employment law and shall be used in accordance with applicable regulations. The information contained herein is accurate to the best knowledge of the appraiser and employee and shall be treated in accordance with data protection legislation. Both parties acknowledge and accept this form as a record of appraisal conducted fairly and objectively.

Original source of this document:

<https://legaltemplates-uk.com/staff-appraisal-form/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.