



PERFORMANCE APPRAISAL AND REVIEW WORKSHEET

To be Completed and Signed by Manager/Supervisor and Employee

Employee _____ Job Title _____

Accountabilities	Description of Performance	Rating
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Development to Meet Expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Development to Meet Expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Development to Meet Expectations
		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Development to Meet Expectations

Signature of Manager/Supervisor _____

Date _____

Signature of Employee _____

Date _____

For a free 30-minute consultation on conducting effective performance evaluations, [click here](#).