

## Sample Performance Appraisal Input Form

<b>Employee Name:</b>	[Employee Name]
<b>Position:</b>	[Employee Position]
<b>Period of Performance:</b>	[Period Start Date] - [Period End Date]

Please type responses to the questions below using bullets or text. When you have completed the form, give it to the employee's reviewer. Copies of Performance Appraisal Input Forms (other than the employee's own self-appraisal) will be destroyed once they are used to produce a consolidated review.

<b>I.</b>	<b>What are this person's key strengths that are important to [Organization] and its clients?</b>
	[Type here]
<b>II.</b>	<b>What has this person contributed over the course of this performance period? List specific contributions.</b>
	[Type here]
<b>III.</b>	<b>Where has this person evidenced growth during this performance period?</b>
	[Type here]
<b>IV.</b>	<b>What should this person concentrate on most to improve during the next performance period?</b>
	[Type here]
<b>V.</b>	<b>Please list specific goals and career objectives for this person to work toward during the next performance period.</b>
	[Type here]



<b>VI.</b>	<b>Place an X next to a number below to indicate how this person has performed overall during this period in terms of contribution and growth, using the following scale:</b>  5 – Consistently exceeds expectations (3 examples required)  3 – Consistently meets expectations  1 – Consistently fails to meet expectations (3 examples required)		
	<b>Contribution:</b> __1                      __3                      __5  <b>Growth:</b> __1                      __ 3                      __5		

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Employee Acknowledgement

I have read and understand my Semi-Annual Performance Appraisal, and I have been given the opportunity to discuss it with my reviewing manager.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Reviewing Manager: \_\_\_\_\_ Date: \_\_\_\_\_

