# Freeform Performance Appraisal Review

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| Date Form Completed:  |
| Name and Title of Employee:  |
| Name and Title of Person Completing this Form:  |

## Question #1

Given what I know of this person’s performance, and if it were my money, would I award this person the highest possible compensation increase and bonus? Elaborate on response.

## **Question #2**

Given what I know of this person’s performance, would I always want them on my team? Elaborate on response.

## **Question #3**

Is this person currently addressing any performance concerns or are there any unaddressed concerns with this person’s performance? If yes, elaborate.

## Question #4

Is this person ready for promotion today? Elaborate on response, including examples of performance or skills that may require additional training or improvement.

## Question #5

Does this person possess strengths that are known company-wide and if so, how can they best be utilized? Elaborate on response.

## Question #6

What feedback have you received from the employee’s peers or other managers that interact with the employee on a regular basis?

## Question #7

What’s one thing the employee should do more of and one thing they should do less of?

## Signature

Sign below to acknowledge the above performance appraisal. A signature does not necessarily consititute agreement with the comments made.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (print):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_