

A sample of Performance Appraisal Form

Performance Appraisal Form

Employee Name: _____	Date Joined: _____
Position: _____	Date Appointed to Position: _____
Department: _____	Performance Appraisal Period: _____
Appraised By: _____	Position Title: _____

PART 1: Performance Evaluation

Performance Targets/Goals <small>Describe performance targets agreed to be achieved in the appraisal period</small>	Performance Results/Achievements <small>Describe performance results of targets in the appraisal period</small>
Target/ Goal	
Target/ Goal	
Target/ Goal	

Part 2: Appraisal Evaluation Rating

Select one overall evaluation rating with a (✓), based on the employee's total contribution to the agreed performance targets.

A	OUTSTANDING	Delivered results on performance targets which has far exceeded the standards required in quality and quantity.
B	EFFECTIVE	Delivered results on performance targets consistently above the standards required in quality and quantity.
C	SOLID	Clearly delivered results on performance targets and met the standard required, and has occasionally exceeded it in quality or quantity or both
D	GENERALLY ACCEPTABLE	Delivered results on performance targets that meet only the minimum level of standards.
E	PARTIAL ACCEPTABLE	Partially delivered results on performance targets at agreed standards, performance deficiencies observed. Performance improvement plan is needed.
F	UNACCEPTABLE	Did not at all deliver results on performance targets at agreed standards.
G	EXEMPTED	Due to long absence, illness or recent appointment.

Part 3: Development Areas

Review the development activities participated by the employee for the past appraisal period and to agree on a development plan for the coming appraisal period

Development Activities Participated (for current appraisal period)	Remarks/Effectiveness
Development Activities Agreed (for the next appraisal period)	Target Completion Dates and Success Measures

Part 4: Comments

Comments by Employee:	Signature and Date
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Comments by Manager:	Signature and Date
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Note:

The information provided will be kept confidential. The employee has the right to request access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests may be made in writing to the HR Department.