# Performance Appraisal

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| --- | --- | --- | --- |
| Employee Name |  | Appraiser Name |  |
| Job Title |  | Job Title |  |
| Discipline |  | Discipline |  |
| Nature of Work |  | Duration of Work |  |
| Location |  | Equipment / Systems used |  |
| Start Date |  | End Date |  |

## Performance Rating

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria | Exceeds most requirements | Meets most and exceeds some requirements | Satisfactory / Meets all Requirements | Needs further experience | Needs further training & experience |
| Safety attitude & behaviour |  |  |  |  |  |
| House keeping |  |  |  |  |  |
| Environmental awareness |  |  |  |  |  |
| Emergency response attitude & behaviour |  |  |  |  |  |
| Teamwork & cooperation |  |  |  |  |  |
| Communication |  |  |  |  |  |
| Initiative |  |  |  |  |  |
| Productivity |  |  |  |  |  |
| Learning Skills |  |  |  |  |  |
| Coaching / Mentoring Skills |  |  |  |  |  |
| Leadership Skills |  |  |  |  |  |
| Engineering knowledge & skills |  |  |  |  |  |
| Operational knowledge & Skills |  |  |  |  |  |
| Quality |  |  |  |  |  |
| Administration & documentation |  |  |  |  |  |

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| Comments – about appraisee’s strengths |
|  |
| Comments – about appraisee’s improvement actions |
|  |
| Appraisee’s Comments – about the appraisal process |
|  |
| Appraiser’s Signature |
| Appraisee’s Signature |